

To: The Board of Directors

Company Name: [Insert Company Name]

Address: [Insert Company Address]

Date: [Insert Date]

Subject: FORMAL COMPLAINT: Escalation of Overdue Subject Access Request (SAR)

Dear Board of Directors,

I am writing to formally escalate a matter regarding a Subject Access Request (SAR) I submitted to [Company Name] on [Date of Original Request].

Under data protection legislation, the company was required to respond to my request within one month. This deadline expired on [Insert Deadline Date]. Despite my previous follow-up communication on [Insert Date of Follow-up], I have not yet received a complete response or a valid notification of an extension.

The requested information includes:

[Briefly list requested data, e.g., personal files, emails, or account history].

Failure to comply with a Subject Access Request is a breach of data protection laws. As the Board of Directors, you hold ultimate responsibility for the organization's legal compliance and data governance.

Please consider this letter a final notice to provide the requested data. I require a full response within [Number, e.g., 5] business days. If I do not receive the information by this time, I will have no choice but to escalate this matter to the [Insert Name of Data Protection Authority, e.g., ICO] without further notice.

I look forward to your immediate attention to this legal requirement.

Yours sincerely,

[Your Name]

[Your Contact Information]

[Reference Number, if applicable]