

ACKNOWLEDGMENT OF DATA SUBJECT REQUEST

[DATE]

[NAME AND ADDRESS]

Subject: [REQUEST TYPE/REFERENCE NUMBER]

Dear _____:

We are writing to acknowledge receipt of your request dated [DATE] on [DATE] made under Section 16 of the Data Privacy Act of 2012 (R.A. 10173).

We will conduct initial evaluation on the request received. We will respond to your request within fifteen (15) calendar days of receipt. However, if the request involves a complicated issue or if additional time is needed to fully address the request, we will advise you within 15 calendar days if we need to extend the response timeline.

Thank you.

Sincerely,
