Date

Recipient details

Dear Sir / Madam,

**Reference ; GDPR Data retention review intention to delete**

As a result of the GDPR regulations, we are reviewing the information with regards to the work we carried out on your behalf.

On conclusion of your investigation we supplied you with a Final Report and the evidence we had gathered. We potentially hold copies of this information within our secure systems. The legitimate reason for this retention would be its possible requirement in any civil or criminal Court proceedings.

Unless you instruct us that there is a legitimate reason that you require us to retain this material, then it is our intention delete / destroy all records. We will then forward you a notice confirming the destruction all of the records.

Could you please respond within 10 days of the date of this letter to our address;

XXXXXXXXXXXX

XXXXXXXXXXXX

Or to our email; XXXXXXXXXXXXX

Thank you in anticipation.

Kind Regards

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