

MODEL PARAGRAPHS AND LETTERS FOR RESPONDING TO FOI REQUESTS

1. ACKNOWLEDGEMENT LETTER

Thank you for your request for information under the Freedom of Information Act **[or Environmental Information Regulations]** received on [].

Your request will now be considered in accordance with the Act by **[Named Officer]**.

The 20 working day period for considering your request commenced on [].

In the event that the information you have requested is to be disclosed, it will be sent to you no later than [].

LETTER ENCLOSING INFORMATION

I write further to your **[letter etc]** dated [] regarding your request for information held by this department.

In response to your request, please find enclosed:

1. **[List information]**
2. **[List information]**

I trust that you are satisfied with the above response to your request, however if you remain dissatisfied please contact me for clarification by **[insert email, telephone, fax or address details]**. If you remain dissatisfied after contacting me you can then write directly to the Council's Freedom of Information Officer. After you have received a formal response from this officer you can then appeal through the Council's Complaints Procedure within 28 working days of this response. These internal procedures must be exhausted before you can apply to the Information Commissioner.