

FREEDOM OF INFORMATION REQUEST EXAMPLE

Include your real name and provide an email address for them to reply to

Dear “Public Authority”

Under the Freedom of Information Act please could you supply the following information:

[Questions]

Some parts of this request may be easier to answer than others and, in such a case, please could you release available data as soon as possible rather than delay the entire request.

If you are not fully certain of what it is I am asking then I look forward to contact from you as soon as possible to clarify what it is I am requesting in order to meet your obligations under the law.

If the costs of processing this request exceed the limit in the Act, please advise on what information you are able to supply within the cost limit.

Yours sincerely,