

Your Name
Your Address

Dated: (*Today's Date*)

For the attention of Rights of Access Department
(*Name of organisation*)

Dear Sir/Madam

Re: Request for “Right to Access of Information” - Freedom of Information Act 2000

I am formerly writing as per my rights “Freedom of Information Act 2000” to request the Right of Access to all Information which includes copies of all correspondence to and from your office, all internal memorandum pertaining to me and details of all payments made to and from the office.

I request you send the information relating to the period:

From: (*Date*) To: (*Date*) inclusive.

I look forward to hearing from you at your earliest convenience and would appreciate all information is sent to me at the above address.

Yours faithfully

Name & Signature