

Your Address
Email Address:

Dated: *(Today's Date)*

For the attention of *(Head of Department)*
(Address of Organisation)

To Whom it may Concern

Re: Request for Information in accordance with the Freedom of Information Act (FOI)

I am requesting as per my rights under the Freedom of Information Act (FOI) the following information from your offices.

The information I require is as follows:

(Please insert here all clearly and precise the information you require)

I understand the information will be sent to me as requested within the next twenty days (twenty six days Scotland). Please send all information to the address above or email if provided.

Yours faithfully

(Your Name)