

(Your Address)

(Email: )

Dated: (Today's Date)

For the attention of (Head of Department)

(Address of Organisation)

To Whom it may Concern

**Re: Subject Access Request for Information in accordance with the Freedom of Information Act (FOI) 2000**

I am requesting as per my rights under the Freedom of Information Act (FOI) 2000 the following information from your offices by way of a Subject Access Request.

The information I require is as follows:

***(Please insert here all clearly and precise the information you require, ensure you include the dates in which are relevant)***

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 required.

Yours faithfully

(Your Name)

