

Template letter 9

Confirming outcome of consultation with requester

[Date]

[Name and address of requester]

Dear [name]

Official information request for [brief detail of subject matter of request]

I refer to [provide details of written or verbal consultation with requester] concerning your request for official information.

In light of the difficulty involved in meeting your request, I understand you are prepared to [provide details of agreement reached, for example, amend your request to A, wait to receive the information until B, pay a reasonable charge etc].

We will proceed to process your request on that basis, and notify you of our decision as soon as reasonably practicable and no later than [insert relevant date],¹ unless an extension of that timeframe is necessary.

Yours sincerely

[Name]

¹ Note, if the requester has amended or clarified their request at the behest of the agency within seven working days of receiving the original request, then the relevant date will be 20 working days after the amended or clarified request was received (see s 15(1A) OIA and s 13(7) LGOIMA).