

Template letter 14

Advice that information has been published

[Date]

[Name and address of requester]

Dear [name]

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

I refer to your official information request for [brief detail of the subject matter of the request] that we refused because the information would be published soon.

This letter is to advise that the information you requested has now been published. [Provide directions on where and how to access the information].

I hope this information is helpful.

Yours sincerely

[Name]

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