

Template letter 18

Aggressive or abusive language

[Date]

[Name and address of requester]

Dear [name]

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

I refer to your official information request dated [date] for [quote or set out detail of request].

[Agency name] responds to all official information requests made in good faith in accordance with the requirements of the [OIA/LGOIMA].

However, the language and tone of your request lead us to question whether your request has been made in good faith. [Describe the agency's concerns about the language and tone of the request].

Rather than refuse your request as frivolous or vexatious at this stage, we invite you to consider resubmitting it in more appropriate terms.

If you choose not to, we will consider whether it is necessary to refuse your request as frivolous or vexatious under section [18(h) of the OIA/17(h) of the LGOIMA].

We look forward to receiving your revised request.

Yours sincerely

[Name]

Note:

If you don't hear back from the requester you will still need to make a decision on the original request within the maximum statutory timeframe.

Back to [contents](#)