

## Template letter 22

### Letter refusing information not held in Minister's official capacity

[Date]

[Name and address of requester]

Dear [name]

#### **Request for [brief detail of subject matter of request]**

I refer to your request dated [date] for [brief detail of the subject matter of the request].

Unfortunately, the information you have requested is not '*official information*'. '*Official information*' means any information held by a Minister in their official capacity. The information you requested is not held by me in my official capacity. [Explain the basis for this belief].

I am therefore refusing your request under section 18(g) of the OIA, because no '*official information*' is held by me.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Yours sincerely

[Name]