

Template letter 21

Letter refusing information excluded from the definition of '*official information*'

[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*'. This is because the [OIA/LGOIMA] specifically excludes [insert relevant paragraph of the definition of '*official information*' in [section 2 of the OIA](#)/[section 2 of the LGOIMA](#)].

I am therefore refusing your request under section [18(g) of the OIA/17(g) of the LGOIMA], because [agency name] does not hold any '*official information*'.

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 or freephone 0800 802 602.

If you want to discuss this decision with us, please feel free to contact [details of contact person].

Yours sincerely

[Name]