

## Template letter 24

### Letter to requesters where third party consultation is necessary

[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 dated [date] for [brief detail of the subject matter of the request].

This letter is to advise that it is necessary for us to consult [third party] before making a decision on your request. This is because [some of] the information you requested [is about/was supplied by/could affect third party] if disclosed.

[Use if extending the maximum time limit for deciding on the request] Ordinarily we would be required to respond to your request within a maximum 20 working days. However, that timeframe can be extended if the necessary consultations cannot be completed in time. In this case, we need to extend the deadline for our response by [no. (working) days], until [date].

Please let us know if you do not require any information about [third party], because that may make consultation unnecessary.

If you want to discuss this, you can contact [provide contact details of staff member who can assist].

Yours sincerely

[Name]