

Template letter 15

Advice that publication has been delayed

[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 we have unfortunately not been able to publish the information within the anticipated timeframe. We are now expecting the information to be published by [date]. We apologise for the delay.

If you are dissatisfied with our handling of your official information request, you can complain to the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely

[Name]