

Template letter 2

Letter seeking clarification or amendment of request

[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 subject matter of request].

[Use if request made orally]

On [date] we advised that we considered it reasonably necessary that your request be put in writing to provide clarification. We understand that you are [unable / unwilling] to do so. Accordingly, we now set out our understanding of your request, as follows, in accordance with section [12(5) of the OIA / 10(5) of the LGOIMA]:

[record of your agency's understanding of the information requested and any relevant considerations advanced by the requester].

Please confirm that our understanding of your request is correct by [insert details of how the requester may provide the necessary confirmation, for example, by phoning or emailing the relevant contact person].

Note that your request will not be considered to have been received for the purposes of the Act until we receive your confirmation that we have correctly understood your request.

[Use if request otherwise requires clarification or amendment]

You requested [detail of information]. However [set out reason that clarification or amendment is required—explain the lack of clarity or difficulty involved in meeting the request as currently framed and suggest options for how these issues might be resolved. Provide contact details for a member of staff who can assist].

[Use only where the letter is sent within seven working days of receipt of the original request]

It appears likely that your original request will need to be clarified or amended to enable us to respond. Please note, any clarification or amendment of a request is considered to be a new request for the purpose of calculating the maximum statutory timeframe for response—see section [15(1AA) of the OIA / 13(7) of the LGOIMA].

Yours sincerely

[Name]