

Template letter 26

Letter informing third parties of the decision on the request

[Date]

[Name and address of third party]

Dear [name]

Official information request for [brief detail of the subject matter of the request]

I refer to our previous correspondence concerning the [Official Information Act (OIA) / Local Government Official Information and Meetings Act (LGOIMA)] request [from requester's name, where this can be supplied because the requester has consented, or the requester is a group / individual seeking information in their professional capacity] for [brief details of the subject matter of the request].

EITHER After carefully considering your views, we have decided to withhold the information at issue.

OR After carefully considering your views, we have decided there is no good reason under the [OIA / LGOIMA] to withhold [some of] the information at issue. [Provide the agency's assessment of the withholding grounds and the countervailing public interest in release, and outline the information that will be released].

Thank you for your assistance.

Yours sincerely

[Name]