

Template letter 3

Transfer letter to requester

[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].

We have transferred [part of] your request to [agency]. [Part of the / The] information to which your request relates [, namely—detail of specific aspect of request to be transferred if a partial transfer] [is not held by us but is believed to be held by [agency] / is believed to be more closely connected with the functions of [agency]]. In these circumstances, we are required by section [14 of the OIA / 12 of the LGOIMA] to transfer your request.

You will hear further from [name of agency] concerning [that part of] your request. [Provide other agency's contact details if available].

Yours sincerely

[Name]