

Template letter 4

Transfer letter to other agency

[Date]

[Name and address of agency]

Dear [name]

Transfer of request for official information

I write concerning an official information request received from [name of requester] on [date] for [brief detail of subject matter of request].

As discussed between [name] and [name] on [date], and for the reason set out in the attached letter to [requester], this request is being transferred [in full / in part] to your agency for response.

Please treat this letter as a formal transfer of [this aspect of] the request under section [14 of the OIA / 12 of the LGOIMA]. You should be aware that a response must be provided to the requester as soon as reasonably practicable, and no later than 20 working days after the day this transfer is received by your agency, unless an extension of time is required and duly notified to the requester.

Yours sincerely

[Name]

Encl copy of correspondence from [requester] of [date]
copy of correspondence to [requester] of [date]