

Template letter

Request for official information

[Your full name]

[Your address]

[Phone number/email]

[Date]

[Name and address of the organisation]

Dear Sir or Madam

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

Please supply the following information under the [Official Information Act (OIA) / Local Government Official Information and Meetings Act (LGOIMA)]:

[give specific details of the information you are seeking, such as a particular document or file, or information on a particular topic created within a stated time frame]

If you need any more information from me please let me know as soon as possible.

I understand that a decision on a request for information under the [OIA/LGOIMA] should be made within 20 working days of receiving that request.

If you do not normally deal with official information requests, or you need advice on dealing with this request, guidance is available from the Ombudsman at www.ombudsman.parliament.nz.

Yours faithfully

[Signature]