Date

LGOIMA No. «TransactionID»
(Please quote this in any correspondence)

«AddressSalutation»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«AddressLine5»

Dear «Salutation»

Local Government Official Information And Meetings Act 1987
«Subject»

Thank you for your [select one of email/phone call/letter], which we received on «ReceiveDate», concerning information about «Subject».

I have attached an information sheet on our processes and requirements under the Local Government Official Information and Meetings Act 1987.

We are processing your request according to the provisions of the «Legislation». You will receive a response 20 working days after receipt of your request, as required by the Act. Please note this is a maximum response time and we will endeavour to respond sooner.

If you have any further queries please contact me on [XXX-XXXX], quoting LGOIMA No. «TransactionID».

Yours sincerely

«PersonResponsibleName»
Privacy & LGOIMA Business Partner
Democracy Services