



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»

I refer to your [select one of email/phone call/letter], which we received on «ReceiveDate», requesting information about «Subject».

Under section 14 of the Local Government Official Information and Meetings Act 1987, (LGOIMA) Auckland Council is extending the time limit for responding to your request. We will reply to your request by «DueDate».

The reason for this extension is:

- «ExtReason»

You have the right in accordance with section 27(3) of the LGOIMA to make a complaint to the Office of the Ombudsmen about this extension.

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