



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», concerning information about «Subject».

[INSERT RESPONSE]

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