

To LEC:

I am writing to you under the Freedom of Information Act 2000 to request the following information from [*authority name/department*].

Please may you provide me with:

[*Insert information that is being asked for*]

Please provide the information in the form [*insert form to be received in*]

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

If you can identify any ways that my request could be refined I would be grateful for any further advice and assistance.

If you have any queries please don't hesitate to contact me via email or phone and I will be very happy to clarify what I am asking for and discuss the request, my details are outlined below.

Thank you for your time and I look forward to your response.

Best wishes,

[*Name and email signature with contact details*]