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| --- | --- |
| AddresseeAddress – line 1Address – line 2 | Enquiries: Contact officerTel: (02)Our ref:       Your ref:       |

[date]

Dear Title – Surname

**Your request for information**

On [date], you requested that we provide you with access to the following information.

[Information requested]

**How access to information is provided**

Access to information held by [agency] is governed by the *Government Information (Public Access) Act 2009* (GIPA Act). In accordance with the Act your request was treated as an informal request to access information under section 8 of the GIPA Act.

In dealing with your informal request I considered:

* The information you sought and whether an overriding public interest may prevent release or whether it contained someone else’s personal information.
* Whether the imposition of reasonable conditions would assist the release of the information.
* The resources and time that would be required to search for and retrieve the information.
* How the information could be supplied to you and whether it could be presented in a form that would provide you with access without affecting the interests of others.

**Decision**

Following my consideration of your request I have decided that access to the information you sought cannot be provided informally. As this decision relates to an informal request for information it cannot be reviewed.

**Other options**

The GIPA Act provides other options for you to consider that may enable you to access the information you sought. You can make a formal request to access the information. The attached [hyperlink or hard copy] provides an explanation of how to lodge a formal application to obtain information.

I trust that this information is of assistance.

If you have any questions, please contact [name], on [number].

Yours faithfully

Name

Position

**Encl. [TBC]**