

**SAMPLE LETTER- RELEASING PART OF THE INFORMATION WITH THE AGREEMENT OF THE APPLICANT,
WHEN THE REMAINDER IS COVERED BY AN EXEMPTION**

[Name]

[Address]

[Date]

Dear [Name]

This is a response to your Freedom of Information Act (FOIA) request dated *[Date of request letter]*, where you sought *[State the applicant's request]*. We received your request on *[Date the request was received]* and assigned file number *[File number]*.

I am pleased to enclose *[some/most]* of the information that you requested about *[subject]*. You will notice however, that parts of the document(s) you requested have been omitted pursuant to our correspondence of *[date]* where your request was further refined.. Although *[the organization]* has the information you requested, we are only able to give partial disclosure Under the Freedom of Information Act, section *[insert section number]*, this information is exempt.

[Explain the material facts which were considered in applying the public interest test due to its exempt nature and what led to the final decision of non-disclosure].

Please be advised that if you are not satisfied with this response, you are entitled, within twenty-one days of receiving this notice under section 38A, to complain in writing to the Ombudsman. In the event that you are still not satisfied with the outcome you may apply under section 39 to the High Court for Judicial Review of this decision in accordance with the Judicial Review Act.

Any additional queries pertaining to this matter can be directed to ***[Name of Designated Officer and contact details]***.

Sincerely

SIGNATURE