

SAMPLE LETTER- GRANTING REQUEST

Dear **[MR/MS/MRS-----]**:

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]**.

A decision was made to grant your request on. You have sought access to the records by means of [photocopies], and we consider this a most appropriate form of access. Please see enclosed copy as requested.

We thank you for making use of the Freedom of Information Act and working with us to ensure the principles of transparency and accountability are upheld.

Sincerely

SIGNATURE