

SAMPLE LETTER- TOTAL DENIAL OF REQUEST

There are limited instances when information/documents must be denied and it is important for public authorities to respond thoroughly and address all queries the applicant may have. The following is a sample letter which can be used as a guideline to respond to a request. ***Please note that this is only a guide and NOT an official template of how it should be written:***

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]***. We received your request on ***[Date the request was received]*** and assigned file number ***[File number]***.

Pursuant to your request, we examined files maintained by ***[Identify search location(s)]***, which were relevant to your request.

Upon review, it was determined by ***[Name of Organisation]***, that the document(s) you seek are exempt from disclosure for the following reason(s): ***[Name the section(s) of the Act that was used to determine this; state the material facts that were considered and actions that were taken to facilitate access; state the reason for withholding]***.

In light of the fact that your request has been denied, you are advised of your right under section 38A to complain to the Ombudsman in writing within twenty-one days of receiving this notice. 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].

You should include a statement as to why your appeal should be granted and a copy of this letter to be enclosed.

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

Sincerely

SIGNATURE