## 21 Third party consultation – Notice of Ombudsman review

[Date]

Our reference: [agency reference]

[Name]
[Address]

Via email only: [Email address]

Dear [Name]

**NOTICE OF ACT OMBUDSMAN REVIEW APPLICATION**

I am writing to tell you that an application has been made for ACT Ombudsman (**Ombudsman**) review of my decision to refuse access to information under the ACT *Freedom of Information Act 2016* (**FOI Act**) that I advised you about on [date of decision notice covering letter].

If you would like to participate, as a relevant third party, in the review process, please contact the Ombudsman’s office, providing any information you would like the Ombudsman to take into account in deciding this application for Ombudsman review.

You may contact the Ombudsman by writing in one of the following ways:

Email (preferred): actfoi@ombudsman.gov.au

Post: The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

More information about Ombudsman review is available on the Ombudsman website at: <http://www.ombudsman.act.gov.au/improving-the-act/freedom-of-information>.

Please note I will give the Ombudsman a copy of your correspondence to us of [date] in which you previously outlined your objections to disclosure.

If you have any questions, please contact me on [insert telephone number] or email [positional email].

Yours sincerely

[insert signature block]