## 4 Clarification request

[Date]

Our reference: [agency reference]

[Name]
[Address]

Via email only: [Email address]

Dear [Name]

**CONFIRMATION OF THE SCOPE OF YOUR ACCESS APPLICATION**

I refer to the access application you made under the *Freedom of Information Act 2016* (FOI Act) dated [date of access application].

This application originally requested access to:

 ‘[quote scope of application]’

We discussed this matter by phone on [date] and clarified the information you are seeking from [agency name]. Consequently, I am writing to confirm that the information that you are seeking access to is:

 ‘[quote revised/clarified scope of application]’

We will now proceed to process your access application on this basis.

You should expect a decision from us by [due date]. This period may, however, be extended further if we need to consult third parties or for other reasons set out in the FOI Act. We will notify you if this is the case.

If you have any questions in relation to your access application or the above, please contact me on [insert telephone number] or email [insert positional email address].

Yours sincerely

[INSERT SIGNATURE BLOCK]