## Acknowledgement of access application

[Date]

Our reference: [agency reference]

[Name]
[Address]
Via email only: [Email address]

Dear [Name]

**ACKNOWLEDGEMENT OF YOUR ACCESS APPLICATION**

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

This application requested access to:

 ‘[quote scope of application]’

*Timeframe*

Your application was received by the [agency name] on [date received]. Under the FOI Act, we have 20 working days from this date to process your access application.

As a result, you should expect a decision from us by [due date]. This period may, however, be extended 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.

*Charges*

You will not be charged unless we advise you that charges are payable in relation to your access application, and you choose to proceed.

*Disclosure Log*

Please note that section 28 of the FOI Act requires publication of access applications and any information subsequently released on our disclosure log [insert link].

This means that if you are granted access to the information requested, it will also be made publicly available on our website, unless your access application is for personal information, or information about your business, commercial, financial or professional affairs where the publication of the information would be unreasonable in the circumstances.

*Further assistance*

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

Yours sincerely

[INSERT SIGNATURE BLOCK]