## 16 Third party consultation – Notice to applicant

[Date]

Our reference: [agency reference]

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

Dear [Name]

**THIRD PARTY CONSULTATION UNDER THE *FREEDOM OF INFORMATION ACT 2016***

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

I am writing to tell you that we have identified information relevant to your application that concerns the affairs of [a third party/third parties]. This information is expected to be of concern to the third party because it relates to their personal or business affairs, or the affairs of a government or government agency.

Under section 38 of the FOI Act, we are required to consult with the [third party/parties] before making a decision on the release of this information.

For this reason, as provided for under section 40 of the FOI Act, the period for processing your application has been extended by 15 working days in order to allow us to consult with the [third party/parties].

A decision on your access application is now due on [date].

The decision-maker will take into account any comments we receive from the [third party/parties]. However, the final decision on whether to grant you access to the information requested rests with the decision-maker.

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

Yours sincerely

[insert signature block]