

[Address for correspondence]

[DATE]

Dear Sir/Madam

Under *[Freedom of Information Act/Environmental Information Regulations]*, I would like to request the following information:

*[When requesting information, be specific and avoid asking general questions. Include details such as dates and names if you can.]*

I would like you to provide this information in the following format:

*[optional specify whether you have a preferred format to receive the information]*

Please do not hesitate to contact me on *[your phone number or email]* should any aspect of my request require clarification.

Yours faithfully

[Name]