FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

# Insert name & address detailsof government agency, person or business

# you have been consulting with

Dear *Insert name*

I refer to our previous correspondence dated *insert date* concerning an application for access to a document under the *Freedom of Information Act 1991* (FOI Act)that contains *the* *affairs of your agency/your personal affairs/your business affairs/conduct of research*.

Thank you for your response of *insert date*. After considering your views that the document is exempt, I have determined that this document is exempt under clause *5/6/7/8* of Schedule 1 to the FOI Act and that access will not be granted to the applicant.

Please note that the applicant has a right to seek a review of my determination. If a review is lodged you will be advised further if necessary.

Thank you for your assistance with this matter.

Yours sincerely

Mr/Ms <<FOI\_Given\_Name>> <<FOI\_Surname>>

**Accredited FOI Officer**

<<FOI\_Agency>>