FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

<<Applicant\_Title>> <<Applicant\_Given\_Name>> <<Applicant\_Surname>>

<<Applicant\_Address1>>

<<Applicant\_Address2>>

<<Applicant\_Suburb>> <<Applicant\_State>> <<Applicant\_Postcode>>

Dear <<Applicant\_Title>> <<Applicant\_Surname>>

I refer to your recent application made under the *Freedom of Information Act 1991* (the FOI Act) received by this agency on <<Application\_Date\_Received>> seeking access to documents concerning <<Application\_Summary>>.

These documents are not held by this agency. I understand that the documents are held by <<Application\_Transferred\_To>>. In accordance with section 16(1)(a) of the FOI Act, I have transferred your application to that agency’s FOI Officer on <<Application\_Date\_Transferred>> for consideration and reply directly to you. Mr/Ms <<Application\_Transferred\_To\_FOI>> may be contacted on telephone number <<Agency\_Transferred\_To\_Phone>> should you require further information.

**OR**

The documents you seek access to are more closely related to the functions of <<Application\_Transferred\_To>>. In accordance with section 16(1)(b) of the FOI Act I have transferred your application to that agency’s FOI Officer on <<Application\_Date\_Transfer>> for consideration and reply directly to you. Mr/Ms <<Application\_Transferred\_To\_FOI>> can be contacted on telephone number <<Agency\_Transferred\_To\_Phone>> should you require further information.

Yours sincerely

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

**Accredited FOI Officer**

<<FOI\_Agency>>