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 application made under the *Freedom of Information Act 1991* (the FOI Act) on <<Application\_Date\_Received>> for access to <<Application\_Summary>>.

On *insert date* I wrote to you requesting an advance deposit of $*insert amount* to continue processing your application. The due date for payment of the advance deposit was *insert due date*. Our records show that you have not paid this amount by the due date.

Pursuant to section 18(3) of the FOI Act, an agency may refuse to continue dealing with an FOI application if full payment of an advance deposit has not been made within the period specified. Therefore I have determined to cease processing your application and have closed your file.

*If your agency previously received part of the deposit and this amount exceeds the costs incurred by the agency in dealing with the application, you must state here that you will refund the excess to the applicant but retain the remainder of the deposit (see section 18(4))*

If you are unhappy with this determination you are entitled to apply for an internal review in accordance with section 29 of the FOI Act. To make an internal review application, please either write a letter or send the attached form entitled *Application for Review of Determination* to the Principal Officer of this agency, Mr/s *insert name*, within 30 (calendar) days after you receive this letter. Should you submit an application for an internal review, please include an application fee of $*insert current fee if applicable*.

Should you require any further information please contact me on telephone<<FOI\_Phone>>.

Yours sincerely

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

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: Application for Review of Determination form