## 2 Acknowledgement of extension

[Date]

Our reference: [agency reference]

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

Dear [Name]

**AGREEMENT TO EXTENSION OF PROCESSING TIME**

I am writing to you regarding the access application you made under the *Freedom of Information Act 2016* (FOI Act) dated [date of access application].

This application was received by the [agency name] on [date received].

Under the FOI Act, we generally have 20 working days from this date to process your access application. However, due to the complex nature of your request, we contacted you on [date] to seek your agreement to an extension of time to decide your application under section 41 of the FOI Act.

You agreed to an extension of [number] days. As a result, a decision on your access application is now due to be made by [final due date].

The processing period may, however, be further extended if we need to seek further information from you about your request, or consult with relevant third parties. If this is the case, you will be advised of this in writing.

If you have any questions in relation to your access application, please contact me on [insert telephone number] or email [insert positional email address].

Yours sincerely

[INSERT SIGNATURE BLOCK]