## 11 Access application transfer – letter to applicant

[Date]

Our reference: [agency reference]

[Name]
[Address]

Via email only: [Email address]

Dear [Name]

**NOTICE OF TRANSFER OF ACCESS APPLICATION TO ANOTHER AGENCY**

I refer to the access application you made under the *Freedom of Information Act 2016* (FOI Act) dated [date of access application]. This application requested access to:

 ‘[quote scope of application]’

I am writing to tell you that [name of receiving agency] has transferred your access application to [name of transferee agency] because we hold [all/some] of the information requested, as provided for under section 57 of the FOI Act. We will now continue to process your application.

You should expect a decision from us by [due date]. This period may, however, be extended further if we need to consult third parties or for other reasons set out in the FOI Act. We will notify you if this is the case.

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

Yours sincerely

[INSERT SIGNATURE BLOCK]