## 12 Information held by two or more agencies

[Date]

Our reference: [agency reference]

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

Dear FOI coordinator

**ACCESS APPLICATION – INFORMATION HELD BY [AGENCY NAME]**

IF information not held

I am writing to advise that [agency name] does not hold information that relates to the access application made under the *Freedom of Information Act 2016* (FOI Act) at Attachment A that your agency provided us with a copy of on [date of receipt]. Consequently, we will not be making contact with the FOI applicant or providing you with any further information.

OR

IF information held and being provided

I am writing to confirm that [agency name] holds information that relates to the access application made under the *Freedom of Information Act 2016* (FOI Act) at Attachment A that your agency provided us with a copy on [date of receipt].

I am providing you with the attached information so that you can consider when processing the application together with any other relevant information held by your agency.

OR

IF information held and to be processed by other agency

I am writing to confirm that [agency name] holds information that relates to the access application made under the *Freedom of Information Act 2016* (FOI Act) at Attachment A that your agency provided us with a copy on [date of receipt].

I can also confirm that our agency will proceed to decide the application/[explain which part of the application], and will advise the applicant of this as required under section 58(4) of the FOI Act.

If you have any questions or wish to discuss, I can be contacted on (02) XXXX XXXX.

Yours sincerely

[INSERT SIGNATURE BLOCK]