## 13 Access application transfer – letter to applicant

[Date]

Our reference: [agency reference]

[Name]
[Address]

Via email only: [Email address]

Dear [Name]

**ACCESS APPLICATION – INFORMATION HELD BY MORE THAN ONE 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]’

[name of receiving agency] provided [name of new agency] with a copy of this application as required under section 58(1) of the FOI Act, because they believed we held relevant information within the scope of your access application.

I can confirm that this is the case and as a result, it has been agreed that [name of new agency] will process your application/[explain part of application] being processed.

We will now continue to process your application/the part of your application specified above.

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]