## 5 Confirmation of scope

[Date]

Our reference: [agency reference]

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

Dear [Name]

**CLARIFICATION OF THE SCOPE OF YOUR ACCESS APPLICATION**

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].

As discussed on the telephone on [date], under section 34(3) of the FOI Act, I am seeking to clarify the scope of this application.

In particular, I would be grateful if you could [clarify/confirm]:

* [insert list of questions or statements to confirm]

Could you please respond to this correspondence by [date], otherwise it may be necessary for [agency name] to suspend your access application.

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]