## 8 Application closed – suspended for more than three months

[Date]

Our reference: [agency reference]

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

Dear [Name]

**ACCESS APPLICATION FINALISED FOLLOWING SUSPENSION PERIOD**

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].

Processing of this application has been suspended under section 34(4) for more than three months.

As the outstanding information requested has still not been received, under section 34(6)(b), [agency name] is no longer required to deal with this application. As a result, this matter has now been closed

OR

Processing of this application has been suspended under section 106(3) for a period of three months or more.

As a response to the estimated fees payable on your application has still not been received, under section 106(5)(b), [agency name] is no longer required to deal with this application. As a result, this matter has now been closed

It is open to you to submit a new access application at any time.

If you would like more information about how to access government information in the ACT, you can find further advice on the website of the ACT Ombudsman at: <http://www.ombudsman.act.gov.au/improving-the-act/freedom-of-information/access-government-information>

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]