

Sample Application for Access to Information

**Your Name**

**Your Address**

**Your Telephone Number**

**Your E-mail Address**

**Date**

The Freedom of Information Officer

(You may also choose to address the letter to the head of the institution, namely: the Permanent Secretary, in the case of a Ministry; the Director-General, in the case of an Agency; or the Managing Director, in the case of a public corporation).

**Name of Public Institution**

**Address of Public Institution**

**Dear Freedom of Information Officer,**

Application for Information/Records/Documents Under the Freedom of Information Act

In accordance with the Freedom of Information Act, 2011, I hereby apply for copies of the following documents:

1. A copy of the minutes of the meetings of the Procurement Planning Committee of the Ministry of Global Affairs, held on May 28, 2011, at which the decision was taken to purchase 250 laptop computers for senior officers of the Ministry.
2. Copies of all correspondences including emails, between officials of the Ministry of Information and Blue skies International, from January 1, 2011 and June 30, 2011, leading to the signing of the Memorandum of Understanding dated July 1, 2011.
3. A list of all the applications for building plan approvals and permits granted by the Ministry of Urban Planning between May 29, 2007 and May 28, 2011. The list should indicate the name of the applicant, the date of the application, the date the application was granted, the type of building approved and the amount paid in fees and charges by each applicant. I would be grateful if you could supply me with photocopies of these documents.

Should you require any clarification regarding this application, please do not hesitate to contact me either by phone (your phone number) or by email (your email address).

I look forward to receiving these documents promptly and in any event, within 7 days of this application as required by the Freedom of Information Act, 2011.

Yours sincerely,

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Signature

Your Name