

## Templates

### Get Information Task

Dear

We've received a request for the following information:

***Insert wording of the request***

Please see the request and provide a response by **[Date]**.

You can comment by clicking on the link below

[Submit your response](#)

I believe that your service area may hold some of the information requested.

Please provide a copy of the information requested. If you do not hold some/all please let us know and suggest anyone who may hold it (if you know).

If you have any concerns about disclosing the information please let me know what those concerns are. Remember you must provide the information requested to the Link Officer so a decision can be made about applying any exemptions/exceptions

Remember if information is held in a dataset we must provide it in a re-usable format when responding by electronic means. If you have any concerns that it is not reasonably practicable to provide the information as a dataset, please let me know.

The following notes have been added:

**Read our FOI Bitesize guidance here:**

Thank you for your help

Yours sincerely

**[Officer Name]**  
**[Service Area]**

**London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW**

**Barnet Online: [www.barnet.gov.uk](http://www.barnet.gov.uk)**