

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name/Title]  
[Department/Organization]  
[Recipient Address]  
[City, Postal Code]

**Subject: Official Information Request**

Dear [Recipient Name/Title],

I am writing to formally request information under the official information legislation.

[State clearly the information you are requesting, including any relevant details, date ranges, or references to assist in processing your request.]

If any part of my request cannot be fulfilled, I would appreciate an explanation and the provision of any alternative information as appropriate.

Thank you for your consideration. I look forward to your response within the timeframe specified by applicable law.

Yours sincerely,

[Your Name]

[Optional: Enclosures, copy recipients, or footer notes]