

From: Your address

Date:

Dear FOI Officer,

This is a request under the *Freedom of Information Act*

Could you please supply me with *(describe the information you want as specifically as possible).*

Please include copies of material which you hold in the form of paper and electronic records.

I would be grateful if you would supply this information in the form of *(state your preferred format if you have one - e.g. by providing me with photocopies / by email / by allowing me to inspect the records etc. If you have no particular preferences omit this paragraph).*

If I can help to clarify this request please telephone me on *(your phone number)* **or contact me by email at** *(your email address).*

I look forward to hearing from you promptly, as required by the legislation, and in any case within 20 working days.

Yours sincerely

(Your name)

To: FOI Officer

Shrewsbury Colleges Group

Shrewsbury College

London Road

Shrewsbury

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