**ANNEX 10 - Standard Template Letter of Deferral of Access**

Date

Address of The Requestor

Dear Sir/Madam

**DEFERRAL OF ACCESS**

You requested access to documents relating to [subject of request], could not be released in this time being (state the reason for the decision, including the provisions of this Act relied on).

You will be able to gain access to the information requested by (state the likely period for which access is to be deferred).

Thank you for your understanding.

Yours Sincerely,

……………………………………………….