**ANNEX 4 – Standard Template of Letter Informing the Requestor of the Transfer of Request**

Date

Address Of Requestor

Dear Sir/Madam

**TRANSFER OF INFORMATION REQUEST**

Your request has been recorded with registration number…………. transferred to …………………. holds the information you are requesting.

Please make use of the registration number in any further communication with the mentioned Ministry /Department /Agency your request.

Yours Sincerely,

……………………………………………….