**ANNEX 8 - Standard Template Letter of Information Officer Informing Requester of an Extension**

Date

Address of Requestor

Dear Sir/Madam

**REQUEST FOR AN EXTENSION**

The request you have made has been found to be a bit more complex due to the accessibility of the information in our own registry. I hereby inform you that I will need an extension of 14 more days to ensure that I convey the right information to you.

I hope that you understand and I apology for any inconvenience this delay may cause.

Thank you for your attention.

Yours Sincerely,

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