**ANNEX 9 - Standard Template Letter of Information Officer Informing Third Party**

Date

Address Of Third Party

Dear Sir/Madam

**NOTICE TO THIRD PARTY**

A request under the Access to Information Act has been made to [Name of Public Body] for access to certain records. Included in those records is material that contains your personal information/your commercially sensitive information/confidential information, which was supplied to us by you. The records relevant to your interests have been copied, scheduled and are attached.

I am the Information Officer assigned to this request and in reviewing this request, I am required under Section 33 the Act to consult with the third party to whom the records relate.

I would ask you to review these records and if you have no objections to the release of the information, please contact me at [Insert telephone number and email address].

If you believe this information should not be released, you are entitled under Section (33) Act to make submissions about access to the records. Your submissions must be made within **10 working days** of the receipt of this letter.

Thank you for your understanding.

Yours Sincerely,

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