

Complaint Letter

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Recipient's Name] [Title] [Department/Organization] [Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the Freedom of Information response I received on [Insert Date of Response], in reference to my request dated [Insert Date of Request], with the reference number [Insert Reference Number].

Upon reviewing the response, I found that [explain the issues with the response, e.g., insufficient information, lack of clarity, excessive redactions, etc.]. This is concerning as it does not align with the guidelines set forth in the Freedom of Information Act.

I kindly request a review of this matter and ask that you provide the necessary information as stipulated by the law. I would appreciate a prompt resolution to this issue, as it is crucial for [state why the information is important to you or your organization].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]