

Sample Letter

[Date]

Mrs. Carol Palmer, JP
Permanent Secretary
Ministry of Justice
South Tower
NCB Towers
2 Oxford Road
Kingston 5

Dear Mrs. Palmer:

Re: Access to Information Request

This is a request under the Access to Information Act (2002).

I request that a copy of the following documents [*or documents containing the following information*] be provided to me:

[*Place details here*]

I am aware that I am entitled to make this request under the Access to Information Act and that if my request is denied I am entitled to know the ground of this denial.

Sincerely,

[Name]

[Address]

[Telephone Number & Email Address]