|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Colour Logo |  | Department name | | |
|  |
| The person(s) name |  | Harlow Council | | |
| Address Line 1 |  | Civic Centre | | |
| Address Line 2 |  | The Water Gardens | | |
| Address Line 3 |  | Harlow | | |
| Address Line 4 |  | Essex CM20 1WG | | |
| Address Line 5 |  | [www.harlow.gov.uk](http://www.harlow.gov.uk) | | |
|  |  |  | | |
|  | | Our Ref: |  |
|  | | Your Ref: |  |
|  | | Date: |  |

**Re:** **Request for Information - Reference Number \*\*\*\*\*\*- Please quote this reference number if contacting the Council in relation to this matter.**

Dear

Thank you for your letter of [insert date] arising from a request for information under the Environmental Information Regulations 2004.

We have taken your comments into full consideration and have decided [to] [not to] disclose the information concerned.

[INSERT IF NOT DISCLOSING THE INFORMATION After consulting you on your views on the harm that would be caused by releasing the information, Harlow Council made an assessment of the public interest in whether the information could be withheld. In making the assessment of the public interest Harlow Council took the following factors into account:

* Brief list of factors taken into account

Please note that the applicant has the right to seek a review of this decision. I will advise you if the applicant requests such a review.

If you have any queries about this letter, please contact me.

Yours sincerely,

**Officer Name**

Officer Title

Tel: 01279 446 Fax: 01279 446

e-mail: your e-mail address @harlow.gov.uk