|  |  |  |
| --- | --- | --- |
| 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

We have received a request for information under the Environmental Information Regulations. Part of the information requested [was supplied by] [relates to] you and a [copy of this] [description of the information] is enclosed.

Harlow Council will disclose the information unless it is exempt from disclosure, and it may be exempt where the public interest is better served by withholding this information.

If you consider the information supplied by you should not be disclosed, please let me have written details of how, in your view, disclosure of the information would be harmful. You will be aware that Harlow Council is under a legal obligation to respond to requests for information within twenty working days and in view of this, if I do not hear from you within ten working days I will have to assume that you have no objections to the disclosure of the information. Harlow Council will take any views that you express into consideration, but will not automatically withhold information unless there are clear legal grounds to do so. All decisions made by the Council pursuant to a request for information are solely a matter for and at the discretion of the Council.

Yours sincerely,

**Officer Name**

Officer Title

Tel: 01279 446 Fax: 01279 446

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