|  |  |  |
| --- | --- | --- |
| 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 Freedom of Information Act.

Information that we believe to be relevant to the request, and which we need to consider for release to the applicant, includes documentation that you have previously provided to us.

This information may be subject to a third party duty of confidentiality and we would be grateful for your views on the potential disclosure of it to the applicant. 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.

\*\* In order to assist you in responding to this letter the information you provided is attached (electronic or hard copy, edited / redacted as necessary).

OR

\*\* In order to assist you in responding to this letter a brief summary of the information you provided is detailed below.

Yours sincerely,

**Officer Name**

Officer Title

Tel: 01279 446 Fax: 01279 446

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