



Dear **[PUBLIC BODY]** Freedom of Information team,

[DATE]

I am writing to request information under the Freedom of Information Act 2000.

The purpose of this request is to gather data on **[TOPIC]**.

Specifically, I am seeking anonymised data on the following from **[MONTH, YEAR]** to **[MONTH, YEAR]**:

1. **XXX**
2. **XXX**
3. **XXX**

[OPTIONAL]: I confirm that I am not seeking any personal or identifying information about individuals involved in these cases. I would like you to provide the information in the following format:

- Please provide the information in electronic format, preferably as an Excel spreadsheet or CSV file. Please avoid sending PDFs or Word documents if possible.
- I have attached an Excel template for your convenience. Please use this template whenever possible to ensure consistency and facilitate easy data extraction.

If you are unable to provide the specified information:

- If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

- If you are unable to provide the specified information exactly as requested, please provide *any* data you have that is relevant to the request and explain why the other information cannot be provided.

If you have any questions or require further clarification, please don't hesitate to contact me, preferably via email at **[EMAIL]** or by phone at **[PHONE NUMBER]**.

I appreciate your assistance with this request and look forward to your prompt response within the statutory timeframe of 20 working days (by **[DATE]**).

Many thanks for your time,

[FULL NAME]

