

CN44: Standard response template: Clarification required

[name]

[address]

Ref No:

[date]

Dear [Mr/Mrs/Ms *applicant's name*]

Thank you for your letter/email/fax [*delete as appropriate*] of [*date letter/email/fax*] requesting the following information: [repeat precisely those parts of the original request which described the information requested but omit any superfluous information in the request].

I am treating your correspondence as a request for information under the Freedom of Information Act 2000.

The Ministry of Defence requires further information in order to determine whether it holds any information within the scope of your request. [*include an explanation of why this is the case, if this is appropriate*]. In particular, it would be useful to know [*give the applicant an indication of the sort of information that you will require in order to proceed with the request*].

Once you have clarified your request, I will be pleased to consider it again.

Please remember to quote the reference number above in any future communications.

Yours sincerely,