

CN42: Standard response template: Acknowledgement letter

[*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. You should expect to receive a further reply from MOD within 20 working days from the day when your request was originally received by the Department.

If you have any queries about this request do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely,