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| REDACTED | Area G-GOAGVictoria QuayEdinburgh EH6 6QQDate 12.02.16 |

Dear REDACTED

**Freedom of Information Request**

Thank you for your email of 09 February 2016 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

“Please provide me with a copy of each manual, guide, set of instructions or other material issued or used within your department concerning the correct or preferred style and manner of writing documents, submissions, memos or letters.”

Having concluded our search for information, I can tell you that in January 2015 guidance was sent out from the Private Office of the then Advocate General Lord Wallace of Tankerness QC, to officials in Whitehall and in the Office of the Advocate General. A copy of this guidance is attached to my email.

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

REDACTED