|  |  |  |  |
| --- | --- | --- | --- |
| J:\AGO document templates, logos and branding guidance\Logos\SMALL AW\AGO_248_SML_AW.png | |  | **www.gov.uk/ago** |
|  |  |  |
|  | FOI|120|15 |  | June 2014 |

**Freedom of Information Request**

You requested:

Can you please tell me, under the Freedom of Information Act, whether your department has a style guide for staff when writing?

I have now been able to consider your request, and under section 1 (1) (a) of the Act I have attached the AGO Writing Style Guide.