**See below a template Freedom of Information request letter that includes all the information that you can include and adapt for your own purposes.**

**[Your address]**

**[Town/city]**

**[Postcode]**

### [Email]

### [Telephone number]

Data Protection Office

Legal Services  
One Strawberry Lane  
Newcastle upon Tyne NE1 4BX

NE12 8ET

Dear Home Group***,***

I am writing to make a request for all the information to which I am entitled under the The Freedom of Information (Scotland) Act 2002 Please send me:

**[Information request - 1]**

**[Information request - 2]**

**[Information request – 3, and so on]**

I would like the above information to be provided to me as **[Insert preferred format of response i.e email, letter]*.***

If this request is too wide or unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requesters. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.

I understand that you are required to respond to my request within the 20 working days after you receive this letter. I would be grateful if you could confirm in writing that you have received this request.

I look forward to hearing from you.

Yours faithfully

[Your Full name]