[Insert agency letterhead]

[Date]

Ref: [agency reference]

[Applicant name]

**By email: [insert email]**

Dear [Name]

**Your freedom of information request has been transferred to [insert name of agency or Minister]**

We refer to your request under the *Freedom of Information Act 1982* (Vic) (**FOI Act**) which we received on [insert date].

You requested access to:

*[Insert the terms of the request]*

[Use the following sentence if the application fee was received, otherwise delete] We received the application fee on [insert date] and we enclose a receipt.

[Use the following sentence if the applicant requested a fee waiver, otherwise delete] You requested a fee waiver and have not paid the application fee.

**We transferred your request**

[Use the two paragraphs below if your agency does not have the requested document in its possession, but another agency does, otherwise delete]

We do not have the document[s] you requested in our possession. However, we believe [insert agency or Minister name] holds the requested document[s] because [explain why you believe the other agency has the requested document – for example, there was a machinery of government change and the business unit who holds the document moved to a different agency].

As such, we transferred your request on [insert date] to [insert agency or Minister name] under section 18(2)(b)(i) of the FOI Act.

[Use the two paragraphs below if the subject matter of the document is more closely connected with the functions of another agency than with your agency, otherwise delete]

The subject matter of the document[s] you requested is more closely connected with the functions of [insert agency or Minister name] because [explain why you believe the subject matter of the request is more closely connected with the agency to which you are transferring the request – for example, the document relates to a project being administered by the receiving agency].

As such, we transferred your request on [insert date] to [insert agency or Minister name] under section 18(2)(b)(ii) of the FOI Act.

**What will happen next**

[Insert agency or Minister name] is now responsible for handling your request. [It/they] will contact you to discuss your request with you.

Alternatively, you can contact [insert agency or Minister name] on:

[insert agency or Minister FOI unit contact details]

If you have any questions about the transfer of your request, please contact us on [insert phone] or by email at [insert email] and quote [insert agency reference].

Yours sincerely

[Name of officer]

[Position title]