[Insert agency letterhead]

[Date]

Ref: [agency reference]

[Applicant name]

**By email: [insert email]**

Dear [Name]

**We need to extend the time for deciding your freedom of information request**

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

Under section 21(5) of the FOI Act, an agency cannot extend the time for deciding a formal request if that time has already expired.

Under section 21(2)(b) of the FOI Act, we may extend the time for deciding a request by up to 30 days with your agreement.

Your request is due on [insert date], however we need to extend this time by [insert period no more than 30 days] because [insert reasons why you need to extend the time].

Explain why you are not able to provide a decision to the applicant on time. For example, is there a large volume of documents to assess? Is the matter complex and requires additional time? Are you waiting on advice from an internal business unit about a document?

As such, we request your agreement to extend the time for deciding your request by [insert period no more than 30 days].

Please note, you do not have to agree to our request for an extension of time. If you do not agree, we will continue processing your request.

Please contact us on [insert phone] or by email at [insert email] by [insert date which must be before the current due date expires] to advise whether you agree to this extension or not.

If you have any questions about this letter, please also contact us on [insert phone] or by email at [insert email] and quote [agency reference].

Yours sincerely

[Name of officer]

[Position title]