[insert researcher name]

University of Law

[campus address]

Dear

I am writing to you under the Freedom of Information Act 2000 to request the following information to use within my [Insert purpose: i.e. Masters dissertation]:

[Insert what information you are requesting]

Would you mind providing the information in the following format.

[Specify what format email, print, audio.]

If it is not possible to provide the information due to exceeding costs or other factors, please advise, and I can refine my request.

If you have any queries, please do not hesitate to contact me at the email address below.

Thank you

Best wishes

[Insert researcher name and email address]

**Version history**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Amended by | Revision summary | Date |
| V1.0 | Ethics Committee | Publication | November 2021 |