
From: FOI
Sent: Wednesday, 14 September 2016 11:24 AM
Subject: Request for Transfer to another agency

Dear <Title> <Name>

On <date> the Department of Health received a freedom of information (FOI) request from <applicant name> for documents concerning:
'request'.

<I understand that documents relating to the request are held by your department/agency>. or
<I understand that the subject matter of the requested documents is more closely related to the functions of your department/agency>.

Accordingly, I would be grateful if you would consider the terms of the request and agree to the transfer of the request to your <department/agency>.

Would you please advise me of your consent or otherwise by **cob** <day> <month> <year>.

If you would like to discuss this request, you can contact the FOI Unit on (02) 6289 1666, or via email at FOI@health.gov.au.

Regards

FOI Unit – FOI and Legislation Section

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Legal Advice & Legislation Branch
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The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

If you receive this email in error, please delete it and contact the sender immediately.