

Sample Requests

There are three different options for the format of your request depending on whether or not you have (1) an access to information or freedom of information law (2) a constitutional provision or (3) none of these.

Before starting the requesting process you should notify the project coordinators at Access Info and IBP which option you will be using. If you are unsure which case applies to your country, just let us know and we will discuss it with you and take a decision together on the best approach.

If your country has an access to information law or similar, you will also need to check what the main rules are, including how you can file access to information requests (email, post, in person) and what the timeframes are. You should also check the rules are for appealing refusals. This will be important to decide in advance whether or not you are going to appeal if your request is eventually denied.

Case 1: Your country has an access to information or freedom of information law, or similar administrative provisions:

Dear Sir/Madam

Under the Law on Access to Public Information [GIVE CORRECT NAME OF LAW AND DATE OF ADOPTION], I am writing to request the following information:

[QUESTION]

I would prefer to have this information sent to me electronically at my e-mail address which is given below.

If you have any questions or need to clarify this request, please do not hesitate to contact me.

Yours faithfully,

[NAME OF PERSON SUBMITTING REQUEST AND THEIR E-MAIL ADDRESS]

[NAME AND POSTAL ADDRESS OF YOUR ORGANISATION]

Case 2: Your country has a relevant constitutional provision which has previously been used to assert the right of access to information but does not have an access to information law or similar administrative provisions:

Dear Sir/Madam

In accordance with Article XX of the Constitution, I am writing to request the following information:

[QUESTION]

I would prefer to have this information sent to me electronically at my e-mail address which is given below.

If you have any questions or need to clarify this request, please do not hesitate to contact me.

Yours faithfully,

[NAME OF PERSON SUBMITTING REQUEST AND THEIR E-MAIL ADDRESS]

[NAME AND POSTAL ADDRESS OF YOUR ORGANISATION]

Case 3: Your country does not have an access to information law or similar administrative provisions:

Dear Sir/Madam

[NAME OF ORGANISATION] is carrying out some research in the area of [ENVIRONMENT/HEALTH/DEVELOPMENT] and I am therefore writing to request the following information:

[QUESTION]

I would prefer to have this information sent to me electronically at my e-mail address which is given below.

If you have any questions or need to clarify this request, please do not hesitate to contact me.

Yours faithfully,

[NAME OF PERSON SUBMITTING REQUEST AND THEIR E-MAIL ADDRESS]

[NAME AND POSTAL ADDRESS OF YOUR ORGANISATION]