

Dear *[Insert Name]*,

Further to your Freedom of Information request dated *[Insert date and time of receipt]*. Please find letter of *[Insert as appropriate: acknowledgement/clarification/response]* attached.

You will find that the University's *[Insert as appropriate: acknowledgement/clarification/response]* letter to your information request is in a PDF (Portable Document Format) file or files attached to this email.

The PDF file format is used for electronic distribution because it preserves the look and feel of the original document complete with fonts, colours, images, and layout. To open a PDF file you can download a free program called Adobe Acrobat Reader and install it onto your computer by clicking on to the following URL:

<http://www.adobe.co.uk/products/acrobat/readstep2.html>

Yours sincerely,

*[Insert your Name, Department, e-mail address, and phone number]*