



## Department of Health & Human Services

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Melbourne Victoria 3001  
[www.dhhs.vic.gov.au](http://www.dhhs.vic.gov.au)

Our ref:  
Your ref: **Delete line if NA**

<Name>  
<Title>  
<Company or organisation>  
<Address 1>  
<Address 2>  
<SUBURB STATE POSTCODE>

Dear <Name>

### Freedom of Information Request Confirmation of Section 25A(1) Response

I refer to your request under the *Freedom of Information Act 1982* requesting access to:

**"INSERT Wording of request"**

Your written response has been received. I write to confirm that you have agreed to narrow the scope of your request to the following:

**"INSERT Amended wording of request"**

Should you wish to discuss your request, I can be contacted at the address indicated in the letterhead, or via email at [foi@dhhs.vic.gov.au](mailto:foi@dhhs.vic.gov.au) or on (03) 9096 8449. Please quote our reference number **(F1#/#####)** in any correspondence.

Yours sincerely

<Name>  
**Senior** Freedom of Information Adviser  
Executive Services

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