



Department of Health & Human Services

50 Lonsdale Street
Melbourne Victoria 3000
Telephone: 1300 650 172
GPO Box 4057
Melbourne Victoria 3001
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 Withdrawal of Request

Thank you for your request under the *Freedom of Information Act 1982* regarding access to:

"INSERT Wording of request"

I also refer to **INSERT our conversation OR your letter** of **INSERT Date** when you advised me that you wished to withdraw your Freedom of Information request, as you no longer require the documents or **Insert other reason**.

I now write to confirm that your Freedom of Information request has been withdrawn.

Or

I also refer to the letter sent to you on **INSERT Date** in relation to proceeding with your Freedom of Information request.

As the department has not received any response to this correspondence, I now write to confirm that your Freedom of Information request has been withdrawn.

Should you wish to discuss my decision, I can be contacted at the address indicated in the letterhead of this letter, or via email at foi@dhhs.vic.gov.au or on **Delete one of the following numbers depending on whether it is a Non Personal or Personal request (03) 9096 8058 OR (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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