



Date:

<https://www.oaic.gov.au/freedom-of-information/how-to-make-an-foi-request>

Dear

You must put your request in writing to the agency or minister that holds the [document](#) you want to access. Some agencies have an FOI request form on their website for you to complete and send to them.

When you write to the agency or minister:

- state that you're requesting access to information under the FOI Act
[Freedom of Information Act 1982](#)
- state the document(s) you want, giving enough detail to help the agency or minister to identify the document(s)
- give an address or email address where the agency or minister can send you the document

You don't need to give any reasons why you want the information.

Email or post your letter to the agency or minister's address on their website or in the telephone directory.

Sincerely yours,

Pip Rae

Founder and Investigator