First name / Surname ..........................................................................

Address ..........................................................................

Postcode / City ..........................................................................

Telephone ..........................................................................

Email address ..........................................................................

 Authority ..........................................................................................

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Place and date

## Request for access to official documents

Dear Sir or Madam

Based on Article 6 of the Federal Act on Freedom of Information in the Administration (FoIA), I wish to submit a request for access to the following documents:

Click or start typing here to enter text.

*Details of the documents requested or the requested information on the content of documents*

*(Information that facilitates the identification of the requested documents by the authority: creation date or period; reference no.: specific event; subject area; authority or authorities concerned; etc.)*

I would kindly request you to confirm receipt of my request and look forward to hearing from you within the 20-day deadline.

Thank you for your assistance with this matter.

# Yours sincerely

 Signature ..........................................................................