Date\_\_\_\_\_\_

Output Number\_\_\_\_

(*for organizations*)[[1]](#footnote-1)

Name of Information provider body,   
Name and surname of information provider person

Requestor’s name and surname  
/address of residence, work or educational institution/

**Information Request**

Dear Mr./Ms...................,  
In accordance with articles 42 and 51 of RA Constitution and the 6th article of RA law on “Freedom of Information” I ask you to provide the following information:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. -----------------
3. -------------

(clearly state the information needed).

I request to reply to my information request in ways and terms of defined by the law[[2]](#footnote-2).  
In case my request is refused, please inform me about the grounds of refusal in written form (article 11) and if possible provide addresses of other state bodies or officials whom I may send the request.

(I confirm my readiness to cover copying costs).

Thanks in advance

*Name, Surname*

*Signature[[3]](#footnote-3)*

1. It is preferred that organizations submit the request on the organization blank, also indicating the output number. [↑](#footnote-ref-1)
2. Here you can refer to the following articles of the FOI Law: According to Article 9 of the RA Law "On Freedom of Information", a written request for information is answered within 5 days after receiving it, except for information requiring additional work (30-day period).

   If you want to receive the answer by e-mail, indicate it here and provide your e-mail address. [↑](#footnote-ref-2)
3. In the case of an organization, also a seal. [↑](#footnote-ref-3)