

This sample of Information request will help you to write your request appropriately and in accordance with the RA Law on "Freedom of Information".

Sample

Organization's or person's name
Name and surname of information provider

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

Information Request

Dear Mr./Ms.....,

In accordance with articles 27 and 27.1 of the RA Constitution and the 6th article of the RA law on «Freedom of Information», I ask you to provide information on _____ (identify the information you want as clearly as possible).

According to the 9th article of the RA law on «Freedom of Information», the answer to a written information inquiry should be given within 5 days after it's receiving with the exception of the cases when the provision of requested information requires additional work (within 30 days). Thus, I request to reply to my information inquiry in the order and terms specified by law. In case my inquiry is refused, please inform me about the grounds of refusal in written form (article 11) and if possible provide the address of the state body or official whom I could address my request. (I confirm my readiness to cover copying costs).

Thanks in advance

Name, Surname Signature

Date: