

Letter 17

Notice to Relevant Authority of internal appeal received – Section 75

Ref. No. : **Letterhead of Institution**

Enquiries :

NOTICE OF INTERNAL APPEAL TO THE RELEVANT AUTHORITY IN TERMS OF SECTION 75(4) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

In accordance with the provisions of section 75(4) of the above-mentioned Act, please find herewith an **internal appeal** which was received on _____ (date)* in this office, for your perusal and further action. The original form C (application form for internal appeals) and all other relevant documents are included.

The appellant's particulars are the following:

Name and surname : _____
Address/Contact particulars : _____

The appellant is the ****requester/third party** in this proceeding.

The following ****requester/third party or parties** must be informed of the receipt of the application by your office in terms of section 75(4)(b) of the above-mentioned Act.

Name and surname : _____
Postal address : _____
Telephone number : _____
Fax number : _____
E-mail address : _____

**DEPUTY INFORMATION OFFICER
DATE:**

*An internal appeal must be submitted by the information officer to the Relevant Authority within 10 working days after receipt of the internal appeal.

**Delete if not applicable.