



Kent and Medway

NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

Email: kmpt.inforaccess@nhs.net

Website: www.kmpt.nhs.uk

Dear <<insert requestors name>>

Request for Information

I write further to your request FOI ID << >> under the Freedom of Information Act 2000 regarding:-

<<insert subject>>

Your request is set out below:

<<insert request>>

<<insert response>>

I confirm that the information above/attached completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of

The Information Governance Department

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati
Chief Executive – Helen Greatorex