**IMPORTANT: PLEASE READ THEN DELETE THIS BOX**  
This template letter is for guidance. Add your details and where appropriate change it to suit your circumstances. Once you’ve made changes, print and read through to check it makes sense.

**[BLUE BRACKETS]:** Put your specific info here, then delete the instructions (and change the text colour)

[insert your name

and address]

[insert date]

[insert name and address

of relevant authority]

Dear Sir or Madam,

**Request for information under the Freedom of Information Act 2000**

I am writing to request information under the Freedom of Information Act relating to a road your authority is responsible for maintaining.

Specifically, my query relates to the [insert name of road and precise location].

Please can you send me:

1. A copy of your current road maintenance policy relating to that road. Please send me the full policy, but this should include details of the intended frequency of road safety inspections, how these inspections should be conducted and the maximum time between identification of a defect and repairs being carried out.
2. A copy of the road repair history for that road over the past year. Again, please send me the full road repair history, but this should include:  
   - dates of all safety inspections between [insert the 60-day period up to the date you hit the pothole]  
   - details of how safety inspections were undertaken (walked or driven, speed of inspection vehicle etc)  
   - details of all carriageway defects identified, with description, date and time  
   - details of how the authority handled these defects, what repairs were undertaken and the time between the identification of each defect and a repair being carried out.

I would be grateful if you could reply to me at [insert preferred means of receiving the information – if not electronic you may be charged postage fees]. Please confirm in writing that you have received this request. I look forward to your response within 20 working days, as outlined by the statute.

Yours faithfully,

[insert your signature]  
[Insert your name]