

Your street and number

Your City or Town

Your County & Post Code

(Whatever is your proper local NHS Trust title)

Date

Address 1

Address 2 – Post Code

FAO the responsible Information Governance officer

Dear Sir / Madam,

Ref: Freedom of Information Request

I am writing to gather information, with regard to the precise number of deaths which have occurred, within this our NHS Trust area, within the time period from 1st February 2020 through to 31st October 2020, due to **COVID-19** .

Under the provisions of the Freedom of Information Act 2000 you have a duty to supply this information on request.

Yours faithfully

Signed

Name IN CAPITAL LETTERS

*(NOTE: It will be good to send a **hand-written** request, rather than typed. I have typed this specimen here just to be clear. Also, avoid giving any telephone, mobile number or email address, as this may give them an opportunity to fob you off with waffle.)*