

Dear Office of Government Information Services,

I am writing to request your intervention in an ongoing dispute with [agency] over request number [insert tracking number].

*[Explain the circumstances of the dispute, e.g., the agency refuses to acknowledge a granted appeal, refuses to reply to your correspondence.]*

I am asking for your office to liaise in this matter in the hope the federal government will be able to avoid the unnecessary financial burden of legal action.

If you require any further information, please do not hesitate to contact me,

Thank you in advance for your assistance in this matter,

Sincerely,

*[Your name and contact information]*