

## ASK US ABOUT IT

It will help us if you use this form but please write a letter if you prefer or e-mail us at [Freedom.Information@sunderland.gov.uk](mailto:Freedom.Information@sunderland.gov.uk). As a minimum we need to know, in writing, what information you want us to give you and your name and address. It will help us if you also give a telephone number and/or an e mail address, so we can get in touch quickly to check we understand what you are asking about. Please tick the appropriate box and if possible write in black ink.

Mr  Ms.  Mrs.  Miss  Other \_\_\_\_\_

First Name (BLOCK CAPITALS) \_\_\_\_\_

Surname (BLOCK CAPITALS) \_\_\_\_\_

Your Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Daytime contact phone number \_\_\_\_\_

If we need to talk about your request to make sure you get the information you want when is the best time to contact you? \_\_\_\_\_

Would you rather we  write  phone or  email?

Your special requirements: if anything makes it difficult for you to use our service, for example if English is not your first language or you have a disability, please tell us how we might help you.

\_\_\_\_\_

\_\_\_\_\_

