*[Your address]*

Freedom of Information Office  
Public Transport Victoria (PTV)

P O Box 4724  
MELBOURNE, VIC 3001

*[Date]*

Dear FOI Officer,

**FOI Request**

My name is *[name]*, date of birth *[your date of birth]* I make this FOI request under the *Freedom of Information Act 1982* (Vic).

I request copies of the following documents *[insert details of what you are requesting. Try to be as specific as possible, as if your request is too broad they may reject it, or ask for further clarification. Include if they apply:*

* *Date/s the incident/s happened*
* *Time/s the incident/s happened*
* *Specific location/s of the incident you are enquiring about*
* *Diary notes of any attending Protective Services Officers (if you have names, or numbers then include them)*
* *Train station where incident reported*
* *Statements of any Protective Services Officers members*
* *Any photos that were taken*
* *Any CCTV Footage of the incident*
* *Other details that may help]*

*[If applicable]* I enclose a copy of my health care card and request that any fees associated with this request be waived on hardship grounds.

Should you have any queries please contact me on *{Phone number]*.

Yours faithfully,

*[Your full name]*