



Australian Government
Department of Defence

[INSERT DEFENCE GROUP]
[INSERT DIVISION]
[INSERT ADDRESS]
[INSERT CONTACT DETAILS]

[INSERT RESPONDENT'S ADDRESS]

You are invited to provide a response to Request for Information ***[INSERT RFI NUMBER]*** in relation to ***[INSERT NAME OF PROJECT / PROCUREMENT]***.

Note to drafters: Drafters are to insert a brief background of the project/procurement and the objectives of the RFI.

You are under no obligation to respond to this RFI. However, please note that the information being sought by this RFI has been identified by Defence as important for planning purposes, and to inform Defence decision making, in relation to ***[INSERT NAME OF PROJECT / PROCUREMENT]***. In seeking your response, Defence wishes to ensure that this planning and decision making occurs with the full benefit of information provided by your organisation.

This RFI comprises:

- a. this covering letter;
- b. conditions of RFI; and
- c. annexes to the conditions of RFI.

Option: For when classified material forms part of the RFI.

The following documents forming part of this RFI are classified as follows:

[DRAFTER TO INSERT LIST OF RELEVANT DOCUMENTS AND THEIR CLASSIFICATION PRIOR TO RFI RELEASE].

Separate arrangements for the provision of or access to classified material will be made. Requests to receive or access the documents are to be made in writing to the Contact Officer listed below.

Responses should be submitted on or before the Response Closing Time specified in clause 3.1 of the conditions of RFI.

Any questions in relation to this RFI should be directed to the Contact Officer specified in clause 2.4 of the conditions of RFI.

Yours sincerely

[INSERT RELEVANT SIGNATORY]

[INSERT DATE]