

## **E: Informing the student about request for information**

*[Name]*

*[Address]*

*[Date]*

Dear *[Name]*

I am writing to inform you of an enquiry received by the University from *[insert name of enquirer]* for the following information about you. *[Insert details of information requested]*.

The University of Edinburgh has not disclosed this information. However, as the enquiry may be of importance to you, I enclose contact details for the enquirer so that you can contact them yourself if you wish.

*[Insert contact details of enquirer and any further details about the enquiry]*.

Yours sincerely