



Information Rights Team
Post Office Limited
Ground Floor
Finsbury Dials
20 Finsbury Street
London EC2Y 9AQ
033 3665 3951

Our reference: FOI2019/00548

Mr Tony Williams
request-622980-0c8a05c6@whatdotheyknow.com

17 December 2019

Dear Mr Williams,

Freedom of Information Request – FOI2019/00548

I am writing in response to your email received by Post Office Limited ("**Post Office**") on 25 November 2019, which I am dealing with under the terms of the Freedom of Information Act 2000 ("**FOIA**").

In your email you have requested the following information:

Could you please provide me with a copy of a document that was mentioned in the current Horizon trial.

I can confirm that Post Office does hold the information you have requested, please find the document attached.

If you have any queries about this response, please contact me. Do remember to quote the reference number above in any future communications.

[I hope the information I have provided on this occasion is useful/I am sorry I could not provide you with the information you requested on this occasion], however if you are dissatisfied with the handling of this response, you do have a right to request an internal review. You can do this by writing to the address below stating your reasons for your internal review request.

Information Rights Manager
Post Office Limited
Information Rights Team
Ground Floor
Finsbury Dials
20 Finsbury Street
London EC2Y 9AQ
information.rights@postoffice.co.uk

If, having requested an internal review by Post Office, you are still not satisfied with our response you also have a right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
<https://ico.org.uk>

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'K Moodie', enclosed within a thin black rectangular border.

Kerry Moodie

Information Rights Team

information.rights@postoffice.co.uk

<http://corporate.postoffice.co.uk/access-information>

@postofficenews

Post Office Limited is committed to protecting your privacy, information about how we do this can be found on our website at www.postoffice.co.uk/privacy