

FORM ATI 4

(r. 21)(1)

REPUBLIC OF KENYA  
ACCESS TO INFORMATION ACT, 2016  
ACCESS TO INFORMATION (GENERAL) REGULATIONS, 2023

WITHDRAWAL OF REQUEST FOR INFORMATION

PART I – to be completed by Requester

TO: .....  
*(name of the public entity or private body from which access has been requested)*

TAKE NOTE that –

I ....., having requested access to records  
*(name of requester)*

by request dated ..... 20...., hereby withdraw this request for access to information  
*(date)*.

Signature: ..... Date: ..... 20....

Guidance on withdrawing a request for information can be found at  
[www.ombudsman.go.ke](http://www.ombudsman.go.ke) or by contacting the Commission on  
Administrative Justice at:

P.O. Box 20414 – 00200 NAIROBI

Tel: +254-20- 2270000 /2303000 / 2603765 / 2441211 / 8030666

Email: [info@ombudsman.go.ke](mailto:info@ombudsman.go.ke) / [complain@ombudsman.go.ke](mailto:complain@ombudsman.go.ke)

PART II – to be completed by Information Access Officer (or designate)

For Official Purposes

1. Date Received [STAMP]

2. I ....., Information Access Officer  
at

*(name of information access officer)*

..... acknowledge withdrawal of the  
*(name of public entity or private body receiving request)*

request to access information received on ..... 20...., having reference number  
*(date)*

..... This request is now closed.

Signature of Information Access Officer: .....

Date: ..... 20....