

Dear [Director],

**Subject: AtD request YYYY/NNNN – REMINDER**

ECFIN/R.1 (ECFIN/ACDC) has sent a request for action to [unit] on ... , with deadline for reply ... and a reminder on ... (with an additional delay of 48 hours). To date, no holding reply/definite reply has been sent to the applicant.

May I ask you to remind your services of the importance of respecting the legal deadlines for responses to access to documents requests laid down in Regulation 1049/2001 (15 working days from the date of registration of an application; Article 7, paragraph 1) in order to avoid confirmatory applications, complaints to the Ombudsman and/or legal actions before the EU Courts.

Many thanks for your continued cooperation.

Best regards,



Copies: HoU R.1, ECFIN/ACDC, HoU and DHoU of concerned unit