[Your Name]

[Your Business]

[Address 1]

[Address 2]

[Address 3]

[Date]

[Recipient's Name]

[Organisation Name]

[Address Line 1]

[Address Line 2]

[City, Postcode]

Tēnā koe,

**Re: Tono mō ngā pārongo (Request for Information)**

In order to effectively deliver our Youth Service to **[young person’s full name]**, we kindly request the following information:

* **[Specific information requested]**

We have informed **[young person’s full name]** that we will contact you for this purpose.

You have the authority to provide us with this information under Schedule 6, Clause 17-18 of the Social Security Act. Our service operates under a contract with the Ministry of Social Development to deliver Youth Services.

The information you provide will be utilised to support the needs of **[young person’s full name]** and enhance Youth Service's delivery.

Rest assured, any information you disclose will be managed in accordance with the Privacy Act 2020.

Should you have any questions, please contact **[Your Name]** at **[(xx) xxx xxxx]** in the first instance. Alternatively, if you wish to liaise directly with someone from the Ministry of Social Development regarding this request, please email [national\_youthservice@msd.govt.nz](mailto:national_youthservice@msd.govt.nz).

Ngā mihi nui,

[Your Name]

[Provider Legal Name]