

CHILDRENS SERVICES

**Social Work Department
Southbank House
Strathkelvin Place
Kirkintilloch
G66 1XQ
Telephone: 0141 777 3000
Fax: 0141 777 3010**

To whom it may concern,

Client: Theresa Sinclair (DOB 13/08/1963)

I am writing to inform you that the Council requires to extend the timescale for a response to your recent Subject Access Request (SAR) in respect of the above client by a further 1 month. The reason for this is due to the complexities of having to search large volumes of unstructured manual records.

The new due date for response is 16th July 2026. On behalf of the Council, I apologise for the delay. It is, however, necessary.

Yours Sincerely,

Hannah Cunningham
Social Worker
Children and Families Team 1