

Memorandum Advising that Report is No Longer Required

[Example]

[date]

Chair
Cabinet Policy Committee
c/- Secretary of the Cabinet Policy Committee
CABINET OFFICE

Report to POL No Longer Required: [specify topic]

On [date] the Cabinet Policy Committee invited me/my department to report back by [date] on [specify] [POL Min (05) x/x].

This report is no longer required because [state reason]. I therefore recommend that the report not now be submitted to POL. The Ministers of [xx] and the departments of [xx], which have an interest in this issue, agree that the report is not now required.

Minister of [title]