

[Date]

[Applicant's name]

[Applicant's mailing address]

Email: [Email Address if applicable]

Dear [Applicant's name]:

Access to Information Request #: [Request number]

On [date], [Public Body] received your personal request under the *Access to Information Act* (the Act) for the following:

[Request Wording]

Timeframe: [Time Period]

OPTIONAL: Include any clarification changes if applicable

We discussed your request on [date] and the wording of your request has been clarified as follows:

[Request Wording]

Timeframe: [Time Period]

We will continue to process your request based on the above wording unless you contact us and provide new information.

OPTIONAL: Personal Request, Refund of Fees

As your request was for records containing your personal information, there is no initial fee. As a result, your \$25.00 initial fee will be refunded.

ALL OPTIONS

The Act requires [Public Body] to make every reasonable effort to respond to your request not later than 30 business days after receiving it unless that time limit is extended under section 16 of the Act. We will reply on or before [due date].

Section 96 of the Act allows a public body to charge fees for the photocopying costs related to a personal information request if the cost exceeds \$10.00. If your request is expected to exceed the \$10.00 allowable amount, a fee estimate will be issued to you.

If you have any questions, please contact [name/title, phone number, email address].

Sincerely,

[Name and Title]