

[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 request under the *Access to Information Act* (the Act) for the following:

[Request Wording]

Timeframe: [Time Period]

The requested records contain information, that if disclosed, may affect the business interests of a third party or be considered an unreasonable invasion of a third party's privacy [or third parties]. We have contacted the third party [or third parties are] to provide them with an opportunity to make representations concerning the disclosure. We will notify you of our decision regarding your request by [date].

The response due date for your request is extended under section 16(4) of the Act for the time necessary to comply with the requirements of section 35 and 36 of the Act.

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

Sincerely,

[Name and Title]