

[Date]

[Applicant's name]

[Applicant's mailing address]

Email: [Email Address if applicable]

Dear [Applicant's name]

**Access to Information Request #: [Request number]**

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The [Public Body] has reached a decision about your request under the *Access to Information Act* (the Act) for the following:

*[Request Wording]*

*Timeframe: [Time Period]*

**OPTION 1: Refuses access to all records**

As indicated in our letter dated [date], we notified the affected third party [or third parties] and gave them the opportunity to make representations. In consideration of the information available and the requirements of the Act, [Public Body] has decided not to give you access to the records you requested.

*[Describe the records that will be withheld. Insert specific sections of the Act applied to withhold the information and the reasons those sections apply – note that any information cannot be withheld under sections 19 and 20 if the affected third party has consented to disclosure; however, another exception may apply.]*

**OPTION 2: Grants access to partial records**

As indicated in our letter dated [date], we notified the affected third party [or third parties] and gave them the opportunity to make representations. In consideration of the information available and the requirements of the Act, [Public Body] has decided to give you access to part of the records you requested.

*[Describe the parts of the records that will be disclosed and the parts that will be severed. Insert specific sections of the Act applied to withhold the information and the reasons those sections apply – note that any information cannot be withheld under sections 19 and 20 if the affected third party has consented to disclosure; however, another exception may apply.]*

**OPTION 3: Grants access to all records**

As indicated in our letter dated [date], we notified the affected third party [or third parties] and gave them the opportunity to make representations. In consideration of the

information available and the requirements of the Act, [Public Body] has decided to give you access to the records you requested.

You will be given access to the records unless the third party asks for a review by the Office of the Information and Privacy Commissioner under Part 3 within 20 business days after this notice, on [21 Days from Current date].

**OPTION 4: Grants access to all records (where third party consents to disclosure**

As indicated in our letter dated [date], we notified the affected third party [or third parties] and gave them the opportunity to make representations. In consideration of the information available and the requirements of the Act, [Public Body] has decided to give you access to the records you requested.

Attached are the records responsive to your request.

**OPTIONAL: If final fees apply to the request**

Please be advised that you will be required to pay [fee amount] before the records will be released to you.

**ALL OPTIONS:**

You may ask for a review under Part 3 of the Act by the Office of the Information and Privacy Commissioner (OIPC). To request a review, you must submit a completed Request for Review form within 60 business days from the date of this letter to the OIPC at Suite 410, 9925 – 109 Street, Edmonton, Alberta, T5K 2J8. The form is available under 'Resources' on the OIPC's website, [www.oipc.ab.ca](http://www.oipc.ab.ca), or you can call 1-888-878-4044 to request a copy.

Under section 59(1) you must also notify [head of public body or delegated individual who can receive request for review with the public body and contact information] if you wish to request a review.

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

Sincerely,

[Name and Title]