

[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]

In our letter dated [date], we gave you notice of the decision to provide access to [all or part] of the record[s]. We also informed you that you would be given access unless the third party [or third parties] asks the Office of the Information and Privacy Commissioner (OIPC) for a review of this decision, pursuant to section 36 of the Act.

On [date], we received confirmation that the third party [or third parties] asked the OIPC for a review. This confirmation was provided to us by the third party [or third parties]. As a result, we are not able to disclose the records that are subject to the OIPC's review until the matter is resolved by their office.

You may ask for a review under Part 3 of the Act by the Office of the Information and Privacy Commissioner (OIPC) of the decision. 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, or you can call 1-888-878-4044 to request a copy.

Under section 59(1) you must also notify [head of public body delegated individual who can receive a 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]