

[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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On [date request was received], you submitted a request to [Public Body] under the *Access to Information Act* (the Act) for the following:

*[Request wording]*

*Timeframe: [Time Period]*

Section 7 of the Act that states:

- 7(1) To obtain access to a record, a person must make a request to the public body that the person believes has custody or control of the record.
- (2) A request must
  - a) be in writing
  - b) be submitted to the public body the applicant believes has custody or control of the record
  - c) provide enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort, and
  - d) be accompanied by a fee where a fee is required under this Act.

Your request does not meet the requirements of section 7 and as [reasons]. Please provide [additional clarification/more detail to enable the public body to locate and identify the record/any applicable fee]. If you fail to respond to this notice within 30 business days your access request may be declared abandoned under section 10 of the Act.

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

Sincerely,

[Name and Title]