

[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]

On [date], [Public Body] notified you in writing of an emergency, disaster or other unforeseen event that resulted in an unplanned operational closure or interruption. The [Public Body] is now providing notice that normal operations have resumed.

We will make every reasonable effort to respond to your request by [due date]. If possible, we will respond sooner.

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, or you can call 1-888-878-4044 to request a copy.

Under section 59(1) you must also notify [head of the 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,

[Insert Name and Title]