

[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], [Public Body] received your request under the *Access to Information Act* (the Act) for the following:

*[Request Wording]*

*Timeframe: [Time Period]*

In reviewing your request, it has been determined that any records related to the information you are requesting would not be in the custody or control of [Public Body]. As a result, your request has been transferred to [Public Body] to process, pursuant to section 17 of the Act.

[Public Body] will process your request based on the above scope unless you contact [other Public Body ATI Coordinator name], ATI Coordinator and provide new information at [email address].

We have received your payment of the initial \$25.00 fee by [Direct Purchase Order Number or Cheque Number].

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

Sincerely,

[Name and Title]

cc: ATI Coordinator Name, [Transfer to Public Body]