

[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]*

**OPTION 1: Full Disclosure of Records**

[Public Body] has decided to provide full access to the records you requested.

**OPTION 2: Partial Disclosure of Records**

[Public Body Name] has decided to provide partial access to the records you requested. The records contain some information that has been withheld from disclosure in accordance with the following section[s] of the Act: [list section numbers and description]. [If applicable, the records contain some information that is not responsive to your request.]

We have removed the information that has been withheld from the disclosure and/or that is non-responsive in order to provide you with access to the remainder of the records.

**OPTION 3: No Records Located**

After a thorough search was conducted by [Public Body Name] staff, no records responsive to your request were located. [Provide an explanation for why the public body believes there are no records. A brief summary of the steps taken to locate records and, if the records have been destroyed, information, if possible, as to when and under what authority this was done.]

**OPTION 4: No Disclosure (Withholding All Records)**

[Public Body] has decided to refuse access to all of the records you requested, consisting of [No. of Pages] pages, pursuant to the following section[s] of the Act: [list section numbers and description, unless doing so reveals the content].

We have also withheld information that is non-responsive to your request.

**ALL OPTIONS**

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](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 the public body or 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**]

Enclosure [***Delete if not needed***]