

[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 reviewing your request, it has been determined that the information can be obtained through an informal basis outside of the Act, by [description of where the applicant can obtain the information, they are looking for in their request such as location, website, etc.].

As a result, the request is being returned, [including your initial fee].

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

Sincerely,

[Name and Title]