

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

*[Request Wording]*

*Timeframe: [Time Period]*

After careful consideration, [Public Body] is disregarding the access to information request you made pursuant to section 9(1) of the Act. Section 9(1) allows a public body to disregard a request if:

- a) responding to the request would unreasonably interfere with the operations of the public body or amount to an abuse of the right to make a request because the request has been made repeatedly or in a systematic nature,
- b) the request is abusive, threatening, frivolous or vexatious or is made in an abusive or threatening manner,
- c) the information the request relates to has already been provided to the applicant, or has been made available to the public under section 90 or 91,
- d) despite receiving further information from an applicant under section 7(3), the request does not meet the requirements of section 7(2)(c) because the public body does not have information that is sufficiently clear to enable the public body to locate and identify the record within a reasonable time with reasonable effort,  
or
- e) the request is otherwise overly broad or incomprehensible.

The public body is disregarding your request due to [insert additional supporting details as to why the request is being disregarded. Be specific].

The ATI Office considers your access to information request closed. The ATI Office will issue a refund to you [amount].

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](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**]