

[Date]

[Third Party]

[Third Party Address]

Email: [Third Party Email]

Dear [Third Party]:

ATI Request Consultation #: [Request number]

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

[Request Wording]

Timeframe: [Time Period]

We have identified records responsive to this request that relate to [Public Body or Third Party]. As a result, we would appreciate receiving your views on the possible disclosure of the enclosed records.

If you wish to have any of the information withheld, it is important that you identify the specific information at issue, provide clear reasons for why it should be withheld, and cite the section of the Act that would apply. [Insert anything additional that you may be consulting with the Public Body on (i.e., legal privilege, what is the harm to releasing, etc.)].

A written response is requested by [date].

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

Sincerely,

[Name and Title]

Enclosure [*if applicable*]