

[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]

[Public Body] responds to an access request within 30 business days after receiving the request. However, the Act provides that a public body may extend this time limit under certain circumstances.

The time limit for responding to a request is automatically extended during an emergency, disaster or other unforeseen event that results in an unplanned operation closure or interruption under section 16(9).

[If known the public body anticipates that operational closure or interruption shall end by date]. The public body will notify you when it resumes normal operations at the conclusion of this unplanned event.

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, 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]