

[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]

OPTION 1: Fees Still Owing

In our letter of [date fee estimate letter sent], we provided you a fee estimate of [amount]. We have now calculated the actual fee for processing your request which is [amount] and is calculated as follows:

[Provide calculation]

The balance due is [outstanding balance] and must be paid before access can be provided.

Please forward payment to [contact information for payments].

OPTION 2: Refund Required

In our letter of [date of fee estimate letter], we provided you a fee estimate of [running total fee estimate or adjustment]. We have now calculated the actual fee for processing your request which is [running total final fee]. We are now issuing a refund in the amount of [refund amount] and which is calculated as follows:

[Provide calculation]

ALL OPTIONS

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**]