

[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 request was accepted], [Public Body] received your request under the *Access to Information Act* (the Act) for the following:

[Request Wording]

Timeframe: [Time Period]

OPTION 1: Include any clarification changes if applicable

Your request was discussed on [date] and the wording of your request has been clarified as follows:

[Request Wording]

Timeframe: [Time Period]

OPTION 2: Initial Fee was paid

We will continue to process your request based on the above wording unless you contact us and provide new information.

We have received your payment of the initial \$25.00 fee by [Direct Purchase Order No. or Cheque Number].

The Act requires [Public Body] to make every reasonable effort to respond to your request not later than 30 business days after receiving it unless that time limit is extended under section 16 of the Act. We will reply on or before [date].

OPTION 3: Initial Fee Not Paid

You did not include payment of the initial \$25.00 fee. The Act allows us 30 business days to respond to your request, but this time period will not commence until the initial fee is received. Please forward payment to the [Public Body] by [date].

- Cheque or Money Order made payable to the [Public Body], mailed to the address in the header along with your Access Request number.

- To pay by credit card (Visa, MasterCard or American Express), contact me at the details below.

If we do not receive your payment by [date], we will consider your request abandoned and your file will be closed.

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

Sincerely,

[Name and Title]