

[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 Name] received your request under the *Access to Information Act* (the Act) for the following:

[Request Wording]

Timeframe: [Time Period]

Section 96 of the Act provides that fees may be charged for providing you with the records that you requested.

OPTION 1: Fee Waiver Granted

[Public Body] has decided to grant your application for a fee waiver [reason].

The processing of this access request has resumed and you can expect a response on or before [Due Date] unless the time limit is extended under section 16 of the Act.

OPTION 2: Fee Waiver Partially Granted

[Public Body] has decided to partially grant your application for a fee waiver [reason].

Please reply to us in writing within 30 business days of the date of this letter indicating that you agree to pay this revised estimate and enclose a deposit of [running Deposit]. Please send the reply to me and quote the reference number provided at the top of this letter. Please forward payment to the Government of Alberta by:

- Cheque or Money Order made payable to the [Public Body], mailed to the address in the header along with your Access to Information Request number.
- To pay by credit card (Visa, MasterCard or American Express), contact me at the details below.

You have up to 30 business days, until [30 Business Days from date of letter], to accept the fee estimate or modify the request to change the amount of fees assessed.

If you fail to respond to this notice within 30 business days your access to information request will be declared abandoned.

You may ask for a review under Part 3 of the Act by the Office of the Information and Privacy Commissioner (OIPC) of the decision to partially grant your fee waiver request. 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.

OPTION 3: Fee Waiver Refused

Your request for a fee waiver cannot be granted [reason]. Please reply to us in writing within 30 business days of the date of this letter indicating that you agree to pay this estimate and enclose a deposit of [running Deposit]. Please send the reply to me and quote the reference number provided at the top of this letter. Please forward payment to the Government of Alberta by:

- 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.

You have up to 30 business days, until [30 Business Days from date of letter], to accept the fee estimate or modify the request to change the amount of fees assessed.

If you fail to respond to this notice within 30 business days your access to information request will be declared abandoned.

You may ask for a review under Part 3 of the Act by the Office of the Information and Privacy Commissioner (OIPC) of the decision to not grant your fee waiver request. 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]