

[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OPTION 1: Request Withdrawn

On [date], we received your [letter, email, phone call] stating that you would like to withdraw your request. I am writing to confirm that we have closed this file.

OPTION 2: Abandonment Indicated

You indicated to us on [date] that you were abandoning your request; therefore, your request is now closed.

OPTION 3: Abandonment Not Indicated

On [date], we contacted you in writing about your request [seeking further information that is necessary to process your request or requesting that you pay a fee or agree to pay a fee]. However, it has been 30 business days, and we have not received a response from you. For this reason, we have declared your request abandoned and closed this file.

OPTIONAL: Refund Fees

The initial fee of \$25.00 that was received will be refunded.

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

Sincerely,

[Name and Title]