**Acknowledgement of Receipt of RTIPPA Request**

*Purpose: To acknowledge receipt of the applicant’s request for information.*

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*Please Note: This is only a sample letter created for illustrative purposes; the public body may make any*

*changes to this letter template as necessary; please* ***delete*** *this textbox before sending letter.*

*Last updated: April 19, 2018*

[Reference number for RTIPPA file]

[Date]

[Applicant’s name and address]

Dear [Applicant’s name]:

**Re: *Right to Information and Protection of Privacy Act***

**[Request under consideration]**

We acknowledge receipt of your request [for information *or* for personal information] to access [*describe information/records requested*] under the *Right to Information and Protection of Privacy Act* (“the Act”) which was received by [name of public body] on [date].

As per the provisions of the Act, we will respond to the Request within 30 business days unless there is a need to extend the deadline, in which case you will be notified.

Sincerely,

[Name]

[Title]