**Acknowledgement of Receipt of Request for Correction**

*Note: this is only a sample letter created for illustrative purposes; the public body may make 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]**

Your request for correction of [*describe personal information*] under the *Right to Information and Protection of Privacy Act* (“the Act”) was received by [name of public body] on [date].

As per the provisions of the Act, we will notify you of our decision regarding the requested correction by [date 30 business days from receipt of request] or earlier, unless there is a need to extend the deadline, at which time you will be notified of any changes.

Sincerely,

[Name]

[Title]