**Response to Applicant – Record does not exist**

*Note: this is only a sample letter created for illustrative purposes; the public body may make any changes to this letter template as necessary;* ***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]**

I am writing about your request of [date] for access to information under the *Right to Information and Protection of Privacy Act*.

I regret to inform you that a search by [name of public body] has failed to retrieve any records relating to the subject of your request. [Outline all steps taken to locate the records and, if the records have been destroyed, provide information, if possible, as to when and under what authority this was done.]

If you are not satisfied with this decision, you may file a complaint with the Office of the Ombud or refer the matter to a judge of the Court of King’s Bench **within 40 business days** of receiving this response. For your convenience, please find enclosed copies of the relevant forms [Forms 1 and 2].

Please do not hesitate to contactme [or name of another relevant staff member] at [contact info] if you have any questions.

Sincerely,

[Name]

[Title]

Encl. Forms 1 and 2