**Response as per section 14 (Granting full access)**

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

We have reviewed and processed your Request dated [date], and are granting access to all requested records.

Option H.1: Examining records or receiving copies

 We will [*choose one:* arrange an appointment for you to examine the requested records *or* arrange to send you the copies of the requested records either by mail or courier service.]

Option H.2: Examining records (copies not possible)

The records to which you have been granted access cannot be copied because [*provide reason*]. Therefore, we invite you to contact [name of RTIPPA coordinator or other relevant staff member] at [contact info] to arrange an appointment to examine the records at [place, address].

Conclusion for both Options

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

Sincerely,

[Name]

[Title]

Encl. Forms 1 and 2