**Notice Regarding Extension of Time Limit under ss. 11(3)(b)-(c) and (f)**

*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]**

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

Option E.1: Extension for clarification

Following our request for clarification sent on [date], we received your reply on [date]. However, we will need to extend our original deadline, as per section 11(3)(b), by [number of business days extended] in order to fully process and complete your request. We will respond to your request no later than [new response date].

Option E.2: Extension for processing a large request

Since you have filed a request for a large number of records, we will need to extend our original deadline, as per section 11(3)(c), by [number of business days extended] in order to fully process and complete your request. We will respond to your request no later than [new response date].

Option E.3: Extension for ability to process

While processing your request, we have determined that searching and preparing the records you requested will interfere unreasonably with the operations of this public body. As such, we will need to extend our original deadline, as per section 11(3)(c) by [number of business days extended] in order to fully process and complete your request. We will respond to your request no later than [new response date].

Option E.4: Extension for Notice of Action or Application

In your request, you have asked for access to one or more records related to a [*choose:* Notice of Action *or* Notice of Application]. We will need to extend our original deadline, as per section 11(3)(f) by [number of business days extended] in order to fully process and complete your request. We will respond to your request no later than [new response date].

Conclusion for all options

If you do not agree with this time extension, you may file a complaint with the Office of the Ombud as per section 67(1)(a)(ii), **within 40 business days** of receiving this Notice. For your convenience, please find enclosed a copy of the relevant form [Form 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. Form 2