**Transferring Request**

*Purpose: To advise an applicant that their request has been transferred.*

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

 *any changes to this letter template as needed;* ***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 information *or* for personal information *or* to correct personal information] was received on [date]. Upon review, we have determined that it cannot be completed as [*choose:* the record was produced by or for [name of public body] *or* [name of public body] was the first to obtain the record *or* the record is in the custody or control of [name of public body]].

We transferred your request to [name of public body] on [date], as per section 13(1) of the *Right to Information and Protection of Privacy Act.* You can expect to receive a response to your request within 30 business days of [name of public body] receiving it, unless otherwise notified by [name of public body]. [Name of public body] will be in contact with you shortly to acknowledge receipt of your Request.

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]

cc. [name and title of the head of the other public body]