# File: 292-30/[REQUESTNUMBER]

Your file: [CUSTOMFIELD60]

# [TODAYDATE]

Sent via email: [RQREMAIL]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records

# *Freedom of Information and Protection of Privacy Act* (FOIPPA)

The Ministry of Agriculture and Food received your request for access to information under FOIPPA on [RECEIVEDDATE]. We understand your request to be for:

**[REQUESTDESCRIPTION]**

Please be advised that the records you seek are in the custody and/or control of another public body. Provide detailed information to the applicant here, regarding how to access their records from another public body.

Please note that the application fee of [APPLICATION\_FEE\_AMOUNT] for this request will be refunded to you. The refund will be issued in the original method of payment. Please allow a reasonable amount of time for the reversal of the charge to be processed.

Your file is now closed.

If you have additional questions, you can contact our office at 250 387-1321 or toll free at 1 833 283-8200. Please provide the FOI request number, [REQUESTNUMBER], in any communications.

Regards,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations