# 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)

I am writing further to my letter dated date of Third Party Applicant Notification, concerning your request received by the Ministry of Agriculture and Food. You narrowed your request on date through conversation and/or email with ANALYST. Your request is for:

*[REQUESTDESCRIPTION]*

After considering all relevant factors the Ministry of Agriculture and Food has decided to give you full access to the records you requested. The Third Party has 20 days to request a review with the Office of the Information and Privacy Commissioner (OIPC).

We will respond to you on (CALCULATE 21 BUSINESS DAYS FROM THE DATE OF THE DECISION LETTER TO THE THIRD PARTY) date, unless the Third Party has requested a review with the OIPC.

If you have any questions regarding your request, please contact [PRIMARYUSERNAME], the analyst assigned to your request, at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200. Please provide the FOI request number, found at the top right of the first page of this letter, in any communications.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations