File: 292-40**/**[REQUESTNUMBER]

CS#: [NUMBER]

[TODAYDATE]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records

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

The Ministry of Public Safety and Solicitor General received your request for access to your personal information on [RECEIVEDDATE]. We understand your request to be for:

*[REQUESTDESCRIPTION]*

FOIPPA allows 30 business days for public bodies to respond unless the nature of the request requires an extension per section 10 of FOIPPA. We will make every effort to respond to your request by **[DUEDATE]**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

Please note all correspondence from our office will be sent to you at the Institution Name. In order to protect the security of your personal information, it is our policy to send all correspondence directly to you, the applicant, and not to a third party's address. Please advise us by letter if you are transferred from Institution Name or are released. In your letter provide your new address, your full name, date of birth, CS number, and the file number located at the top of this letter.

If you have any questions regarding your request, please contact [PRIMARYUSERNAME], the analyst assigned to your request, at 250 387-1321. This number can also be reached toll-free at 1 833 283-8200. Please provide the FOI request number, [REQUESTNUMBER], in any communications.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations