

MODEL LETTER OF APPEAL:

**REQUEST TO THE INFORMATION AND PRIVACY COMMISSIONER OF BC
FOR REVIEW OF A GOVERNMENT DECISION MADE UNDER
THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

[Date]

**Information and Privacy Commissioner
of British Columbia**

4th floor, 1675 Douglas Street

Victoria, BC, V8V 1X4

Fax 250-387-1696

Dear Commissioner:

On *[date]*, I filed a request under the *Freedom of Information and Protection of Privacy Act* for records in the custody or under the control of *[government body]*. My request was not satisfied, and I am appealing to you for assistance in having my request fulfilled.

I believe that my request was *[improperly denied or improperly handled]* because *[cite reasons, e.g., improper deletions of information, improperly applied exemptions excessive fees, undue delays]*.

[Give details of your requests and the government response, with time lines if possible. Include copies of your request letters and any letters of response from the government body.]

Please assist me to have my request fulfilled in accordance with the Act.

Sincerely yours,

[Your name, address, phone number, email]