

MODEL LETTER OF APPEAL:
REQUEST TO THE INFORMATION COMMISSIONER OF CANADA
FOR REVIEW OF A GOVERNMENT DECISION MADE UNDER
THE ACCESS TO INFORMATION ACT

[Date]

Information Commissioner of Canada
22nd floor, 112 Kent Street
Ottawa, K1A 1H3
Fax 613-947-7294.

Dear Information Commissioner:

On [date], I filed a request for records under the *Access to Information Act* with [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.

Sincerely yours,

[*Your name, address, phone number, email*]