

**MODEL LETTER:**  
**REQUEST FOR ACCESS TO GOVERNMENT RECORDS  
UNDER THE FEDERAL ACCESS TO INFORMATION ACT**

*[Date]*

**Information and Privacy Coordinator**

*[Name of government body]*

*[Address]*

Dear Information and Privacy Coordinator:

Please send me the following records:

*[Describe fully]*

I am making this request under the *Access to Information Act*.

As soon as any significant part of this request is completed, please send that part of the information and records to me, rather than waiting until all the responsive records are compiled and sending them all at once.

If any of the records responsive to my request are available through routine release, or may be viewed in a local "reading room," please inform me. *[Optional: If any of these records are in readable computer format, please send them by disc or email instead of on paper.]*

*[Optional: Please excuse me from the requirement to pay any fees for the fulfillment of this request, as (choose one or more of the following):*

- *I am making this request as a matter of public interest (You should be prepared to state a good justification. The best public interest argument is that you will be using the information to inform the public about a matter of public interest, and this is reinforced when you can show that the matter has been the subject of broad public debate and that you have the capacity to make the information public.)*  
or
- *I am unable to afford payment (state your case)*  
or
- *any other reason that makes it a matter of fairness that you should not be required to pay.]*

Please be advised that, If there are unreasonable fees, deletions or delays in your response to this request, I intend to appeal to the Information Commissioner at the earliest opportunity. If you wish to negotiate this request, please call or write me.

Sincerely yours,

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

