**[date]**

**Applicant c/o**

**[Name], Access and Privacy Officer**

**Corporate Information Management, ATIPP Office**

**Final Response ATIPP Request #20-XXX**

**Decision**

The [Name of Public Body] has searched [list branches, units, searched] and has identified records responsive to ATIPP Request *#20-XXX*. The final response on the information is as follows:

**[Access Granted in Full/Part or No Records Found]**

The [Name of Public Body] has [granted access in part/full or No records found] to information relating to the request noted below:

|  |
| --- |
| **Quote request** |

[Provide details regarding the response]

[If there are costs, provide the final costs]

**Contact Person in Department**

If the applicant has any questions, please contact [Name], Designated Access Officer for [Name of Public Body] at 867-XXX-XXXX or email.

SIGNATURE

[Position of Head]

[Name of Public Body]