

*FOI RESPONSE TEMPLATE – TRANSMITTAL OF INFORMATION - DOCUMENT
ENCLOSED*

DATE _____

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request :

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request :

Your FOI request is approved. I enclose a copy of [some/most/all]* of the information you requested [in the format you asked for]

Thank you.

Respectfully,

Administrator / Regional Director / Provincial Manager

FOI RESPONSE TEMPLATE - ANSWER

DATE _____

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request :

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request :

Your FOI request is approved. The answer to your request is <insert answer>

Thank you.

Respectfully,

Administrator / Regional Director / Provincial Manager