**Sample RTKL Response: Request Denied**

**[Agency logo / letterhead]**

**Right-To-Know Response**

Date

Requester’s Name

Address [***Note: Responses may be sent by email***]

City, State & Zip Code

Dear [***Requester***]:

Thank you for writing to [***Agency***] to request records pursuant to Pennsylvania’s Right-to-Know Law (“RTKL”), 65 P.S. §§ 67.101 *et seq*.

On [***date request received by agency***], you requested [***description of records requested, or simply restate the request***]. Your request is denied for the following reasons, as permitted by the RTKL.

Records that are exempt from disclosure by law have been withheld [***or redacted***] pursuant to the RTKL. We withheld [***or redacted***] [***describe withheld records and/or*** ***redacted information, e.g., social security numbers, academic transcripts, medical information, or other exemptions***].

The withheld [***or redacted***] information is exempt from disclosure under [***cite applicable section(s) of the RTKL and, if prohibited from release by privilege, other state or federal law, rule or regulation, cite to that legal authority****.*]

[***This paragraph will not apply to all requests. It should be removed when appropriate to do so.***] Some of the records/information you have requested, specifically [***insert description or list of records***], may affect a legal or security interest of a third party; contain confidential proprietary or trade secret information; or are held by a contractor or vendor. *See* 65 P.S. § 67.1101(c)(1). If you choose to file an appeal, third parties with a direct interest in these records will be notified and have the opportunity to participate in that appeal.

You have a right to appeal this denial in writing to: Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101-2234. Appeals can also be filed online at the Office of Open Records website, <https://www.openrecords.pa.gov>.

[***For denials of criminal records of a local agency: You have a right to appeal this denial in writing to: Name and Address of District Attorney.***]

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency’s response. *See* 65 P.S. § 67.1101. Please note that a copy of your original Right-to-Know request, the agency’s extension notice (if applicable), and this denial letter should be included when filing an appeal. More information about how to file an appeal under the Right-to-Know Law is available at the Office of Open Records website, [https://www.openrecords.pa.gov](https://www.openrecords.pa.gov/).

If you have additional questions, please contact [***Agency Open Records Officer***].

Respectfully,

[***Signature***]

[***Agency Open Records Officer’s name***]

[***Contact information***]