**Sample RTKL Response: Request Denied (Records Do Not Exist)**

**[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 reason, as permitted by Section 705 of the RTKL.

Based on a thorough examination of records in the possession, custody and control of [***Agency***] [***and inquiries to relevant third-party contractors***], the records you requested do not exist in the possession, custody and control of [***Agency***].

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>.

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 RTKL 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 RTKL 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***]