**Sample RTKL Response: Request Partially Granted, Partially 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 granted in part and denied in part as follows:

Records responsive to [***portion of request granted***] are enclosed [***or attached, if responding by email***].

However, records that are exempt from disclosure by law have been withheld [***or redacted***] pursuant to the RTKL. We withheld [***or redacted***] [***describe withheld 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 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***]. This correspondence will serve to close this record with our office as permitted by law.

Respectfully,

[***Signature***]

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

[***Contact information***]