

Business Complaint Respond Letter

[Insert Date]

[Insert Requestor's Name]
[Insert Requestor's Address]
[Insert City, State, Zip]

Dear [insert name of requestor],

The [insert name of agency] received your Open Public Records Act (OPRA) request on [insert date agency received request]. The official Records Custodian, [insert name of custodian], received your OPRA request on [insert date custodian received request]. As such, the seven (7) business day deadline to respond to your request is [insert deadline date]. This response to your request is being provided to you on the [Xth] business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

[copy from OPRA request].

Your request requires additional time beyond the seven (7) business days to fulfill because [insert reasons why, such as request size, records are in storage, records require extensive medium conversion, etc.] OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied."