[Name of Public Body (Mail Code)]
[Address]

[Date]

[Third Party Address]

**RE: *Access to Information and Protection of Privacy Act* Request ATIPP# 20-XXXX for [Public Body Name] records – Notice of Decision to Grant Access**

After contacting you on [date of initial applicant notification] regarding access request 20-XXXX, you were informed this request may contain information about your [business and/or personal information - site section of the Act]. The [public body name] has decided to grant [full or partial] access to this information under section XX. Enclosed is a copy of the proposed final documents that will be released to the applicant after the appeal period has expired.

Under section 61 of the *ATIPP Act*, you may in respect of the head’s intention to grant access to this information, appeal this decision by making a complaint to the Office of the Information and Privacy Commissioner in accordance with section 90 of the *Act*. You must submit your complaint no later than [calculate 5 business days] before the response date [insert response date] by contacting:

Yukon Information and Privacy Commissioner

3162 Third Avenue, Main Floor

Whitehorse, YK Y1A 1G3

Phone: (867) 667-8468; toll free (in Yukon) 1-800-661-0408 (ext. 8468)

E-mail: info@ombudsman.yk.ca Fax: (867) 667-8469

If you have any questions, please contact [DAO/Head, Public body contact information].

Sincerely,

[Name]

[Title of Head of Public Body]

A complete copy of the *ATIPP Act* is available at <https://legislation.yukon.ca/acts/atipp_c.pdf>