Department of Highways and Public Works
Access to Information and Protection of Privacy Office (ATIPP W-10)
PO Box 2703, Whitehorse, Yukon Y1A 2C6

[Date]

[Applicant Address]

**RE: *Access to Information and Protection of Privacy Act* ATIPP# 20-XXXX**

**Request for [Public body name] records**

On [date], you instructed the ATIPP Office to withdraw your access request 20-XXXX submitted under the *Access to Information and Protection of Privacy Act*. The [name of public body] has been notified of your decision, and the file is now closed.

If you have any questions, please call the ATIPP office at (867) 393-7048, toll free (in Yukon) 1-800-661-0408 (ext. 7048), or by e-mail at atipp.office@gov.yk.ca.

Sincerely,

[Name]

[Title]

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