[Public Body Address]

[Date]

[Applicant Address]

**RE: *Access to Information and Protection of Privacy Act* Access Request # A-XXXX for [Public body] records**

Your request for a copy of [all or part] of [subject] from the Open Access Register requires payment of a fee before providing this information. The fees are made in accordance with section 42 of the *Access to Information and Protection of Privacy Act* (ATIPP Act).

**Total Costs:**

[# pages} @ $0.15 / page = [total cost]

Payment can be made [Details for Payment Method].

If you have any questions, please call the [Public Body Contact Information],

Sincerely,

[Name]

[Title]

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