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* Request ATIPP# [YY-XXXX] Request for [Public body name] records request**

The [Public Body name] is requesting an extension to process your access request [YY-XXXX].

[Explain reason for extension and choose option].

**Option 1:**

The Access and Privacy Officer has previously granted a 15 business day extension. Under section 62(2)(b), the [Public Body name] is requesting your consent for an additional 15 business days to continue processing your request. If you consent to this extension, you will receive a response by [**Date**].

**Option 2:**

Under section 62(2)(b), the [Public Body name] is requesting your consent to an extension of 30 business days in order to process your request. If you consent to this extension, you will receive a response by [**Date**].

If you consent, please respond to the ATIPP Office in writing, stating that you are consenting to the extension and the new response date, or that you are refusing the extension request.

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@yukon.ca](mailto:atipp.office@gov.yk.ca).

Sincerely,

[Name]

Access and Privacy Officer

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