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# [YY-XXX] Request for [Public body] records**

**Option 1:**

On [date], you indicated that you were abandoning this request for information. We are closing the file on your request in accordance with section 58(1) of the *Access to Information and Protection of Privacy Act* (ATIPP Act).

**Option 2:**

We have not received any communication concerning your request and 20 business days have elapsed since the Estimate of Cost was provided on [date]. For this reason, we are closing the file on your request in accordance with section 58(1) of the *Access to Information and Protection of Privacy Act* (ATIPP Act).

Under section 58(2) of the ATIPP Act, you have the right file a complaint with the Commissioner to review this decision. You have 30 business days of receiving this letter to submit your complaint by contacting:

Yukon Information and Privacy Commissioner

3162 3rd Ave, Whitehorse, YT Y1A 1G3

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

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

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.

Sincerely,

[Name]

[Title]

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