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 name] records**

On [Date], you instructed the ATIPP Office to withdraw your access request [YY-XXX] submitted under the *Access to Information and Protection of Privacy Act*. The [Public Body name] 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@yukon.ca](mailto: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>