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* Access Request # [YY-XXX] for [Public Body Name] records**

Your request under section 64(1) of the *Access to Information and Protection of Privacy Act* (ATIPP Act), has been processed by [Name of Public Body].

Under section 66 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](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>.