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: Acceptance of Access Request ATIPP file # [YY-XXXX].**

Your access request made under the *Access to Information and Protection of Privacy* Act (ATIPP Act) has been accepted and sent to the head of the [Name of public body]. Your access request contains sufficient detail about the information being requested to reasonably enable the head of the responsive public body to respond to the access request, as per section 47(1) of the Act.

You request reads:

[Quote Request]

You will receive a response by [DATE]. Please note that access requests can take up to 45 business days to process, and in some cases, longer. The Access and Privacy Officer will notify you if the above due date has been subject to change.

**Option 1:**

This request is for program information and the final response will be published in Yukon’s Access to Information Registry, which you can access here: <https://open.yukon.ca/access-information>.

**Option 2:**

This request is for personal information and the final response will not be published in Yukon’s Access to Information Registry, which you can access here: <https://open.yukon.ca/access-information>.

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_2018.pdf>.