[Name of Public Body]
PO Box 2703, Whitehorse, Yukon Y1A 2C6

[Date]

[Researcher Address]

**RE: Proposal to Access Personal Information for Research or Statistical Purposes, s.26 *Access to Information and Protection of Privacy Act (ATIPP Act)***

The [Name of Public Body] has received your proposal to Access Personal Information for Research or Statistical Purposes under section 26 of the *ATIPP Act*. [Select from one of the 2 options below]

**Option 1:**

Following evaluation of your proposal, this letter is to inform you that your proposal has been **approved**.

Enclosed is an Agreement for Access to Personal Information for Research or Statistical Purposes. Please review the terms of the agreement carefully, complete all fields as required, sign and return to our office at your earliest convenience.

Please note, the [Name of Public Body] requires copies of all signed confidentially agreements as described in Security of Information #2, prior to disclosing any requested information.

**Option 2:**

Following evaluation of your proposal, this letter is to inform you that your request has been **refused**. After careful evaluation, [Name of Public Body] is unable to grant access due to [provide a list of reasons].

If you have any questions, please contact the [Head] at (867) XXX-XXXX, toll free (in Yukon) 1-800-661-0408 (ext. XXXX), or by e-mail at XXXXXXXX@yukon.ca.

Sincerely,

[Name]
[Title]