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# 20-XXXX**

**Request for [Public body name] records**

**Option 1:**

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

**Option 2:**

We have not received any communication concerning your request and 20 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).

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 days of receiving this letter to submit your complaint by contacting:

Yukon Information and Privacy Commissioner

3162 Third Avenue, Whitehorse, YK Y1A 1G3

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

E-mail: [info@yukonombudsman.ca](mailto:info@yukonombudsman.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@gov.yk.ca](mailto:atipp.office@gov.yk.ca).

Sincerely,

[Name]

ATIPP Office Coordinator

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