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* Request ATIPP# A-XXXX**

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

Under section 47(1) of the *ATIPP Act*, your access request has been accepted and sent to the [Public Body name] as of [Date]. Your request reads:

[*quote request*]

You will receive a response by: [Date of calculated response].

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]

[Title]

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