[Name of Public Body]  
[Address]

[Date]

Dear Applicant,

**RE: Yukon *Access to Information and Protection of Privacy Act* Request ATIPP# 20-XXXX for [Public Body Name] records – Notice of Decision to Grant Access**

After contacting you on [date of initial applicant notification] regarding your access request 20-XXXX, you were informed this request may contain third party information.

The public body has decided to grant [full or partial] access to this information under section XX.

Under section 61 of the *ATIPP Act*, the third party has a right to appeal this decision by submitting a complaint to the Office of the Information and Privacy Commissioner regarding the decision to grant access to this information.

The appeal period will affect the timeline of your request.

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 of Head of Public Body]

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