Name of Public Body   
[Address]

[Date]

[Third Party Address]

**RE: *Access to Information and Protection of Privacy Act* Request ATIPP# 20-XXXX for Public Body Name records – Third Party Notification**

The [Public Body Name] has received an access request in which your [company name, person’s name etc.] has been identified as having relevant information to the request. The head of the [Public Body Name] is considering whether to grant access to the information under section 59(1) of the *ATIPP Act*. The access request includes:

[Provide description of third party information requested]

In sending this to you, [public body] is planning to release it in full or planning to release the information that has not been severed, as provided (if impracticable to attach, provide details of records).

The [Public body name] response date for the access request is: [date of deadline].

You may submit any written objections to the head in respect of granting access to the information. You have until [**Date**] to submit any objections you have to the release of the information.

If you object and we sever information according to your request, no further notice will be provided. If despite your objections, the public body decides to release information, you will be provided with a notice and have a right to appeal the head’s decision with the Office of the Information and Privacy Commissioner under section 61.

If you have any questions, please contact [DAO, Head and public body contact information].

Sincerely,

[Name]

[Title]

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