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

[Date]

**Applicant for ATIPP File#20-XXX**

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

The [Public Body Name] is continuing work on your access request. In complying with section 59(3), a third party’s information has been identified as information relevant to your access request. The Third Party is being provided an opportunity to submit written objections in respect of granting access to the information.

This consultation may affect the due date of this request. If a time extension is necessary to complete this consultation, you will receive a separate notice.

If you have any questions, please contact 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.

Sincerely,

[Name]

Designated Access Officer

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