

City, date : _____

Name of person responsible for access to documents

SUBJECT : Request for access to
personal information

Dear Sir or Madam,

(Specify, if applicable, the file number and the name of the public body or institution holding the document(s) containing personal information concerning you).

Under section 83 of the Act respecting access to documents held by public bodies and the protection of personal information, I hereby request a copy of all documents concerning me (indicate the document(s) concerning you that you wish to obtain).

Thank you for your assistance in this matter.

Sincerely,

Signature : _____

Last name, first name : _____

Address : _____

Tel.(day): (_____) _____