

City, date : \_\_\_\_\_

Name of person responsible for protection of personal information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT :** Request for the correction of  
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 89 of the Act respecting access to documents held by public bodies and the protection of personal information, I hereby request that you (correct or delete) (specify the personal information in respect of which you are making the request).

(Add the reasons for your request for a correction and, if applicable, attach any relevant documents).

Thank you for your assistance in this matter.

Sincerely,

Signature : \_\_\_\_\_

Last name, first name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel.(day): ( \_\_\_\_\_ ) \_\_\_\_\_