

City, date : _____

Name of the responsible person in the enterprise

SUBJECT : Request for rectification to
personal information

Dear Sir or Madam,

(Briefly explain the situation or context and specify, if applicable, the name of the enterprise holding the documents containing personal information concerning you).

Under section 28 or 30 of the Act respecting the protection of personal information in the private sector, I hereby request that you (delete or correct) (specify the personal information in respect of which you are making the request).

(Add the reasons for your request for a rectification and, if applicable, attach supporting documents).

Thank you for your assistance in this matter.

Sincerely,

Signature : _____

Last name, first name : _____

Address : _____

Tel.(day): (_____) _____