

City, date : _____

Name of person responsible for access to documents

SUBJECT : Request for document access

Dear Sir or Madam,

(Specify, if applicable, the name of the public body or institution holding the document(s) that you wish obtain a copy).

Under section 9 of the Act respecting access to documents held by public bodies and the protection of personal information, I hereby request a copy of the following document(s): (indicate the document(s) that you wish to obtain).

Thank you for your assistance in this matter.

Sincerely,

Signature : _____

Last name, first name : _____

Address : _____

Tel. (day) : (____) _____