City, date :

Name of person responsible for access to documents

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**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) : ( )