Date  
  
Canadian Security Intelligence Service  
Attn: Access to Information and Privacy Unit  
P.O. Box 9732 Station T  
Ottawa, Ontario  
K1G 4G4  
  
To Whom It May Concern:  
  
Pursuant to the *Access to Information Act*, I am requesting copies of the following:  
  
Briefing notes, memoranda, and correspondence (including email attachments) produced by and/or received by the Canadian Security Intelligence Service regarding the activities of Name of Group or Organization.  
  
I understand that such records may contain personal information that is subject to exemption under *s. 19(1)* of the *Privacy Act*. Please note that I am the individual to whom the information pertains, and I consent to the disclosure – to me – of this information, per *s. 19(2)(a)* of the *Privacy Act*. Please contact me should you require verification of my identity.  
  
The date range for this request is MM/YY to MM/YY.  
  
You will find enclosed the $5.00 application fee made out to the Receiver General of Canada.  
  
Should any clarification be required, please contact me by phone/email at number/address.  
  
Sincerely,  
  
  
  
  
  
Name of requester