
National Energy Board
Attn: Access to Information and Privacy Unit
444 Seventh Avenue South West
Calgary, Alberta
T2P 0X8

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 members of the NEB Corporate and Information Solutions and Security Advisor offices regarding the activities of _____

_____.

Additionally, I am requesting copies of any records that mention me, _____, in my capacity as a member of _____. 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 _____ to _____.

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 _____.

Sincerely,
