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Charles Taillefer  
Director, ATIP Secretariat  
Natural Resources Canada  
580 Booth Street, 11th Floor  
Ottawa, ON  
K1A 0E4

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,

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