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Royal Canadian Mounted Police  
Attn: Access to Information and Privacy Unit  
RCMP MAILSTOP #61  
73 Leikin Drive  
Ottawa, Ontario  
K1A 0R2

To Whom It May Concern:

Pursuant to the *Access to Information Act*, I am requesting copies of the following records:

Briefing notes, memoranda, and correspondence (including email attachments) produced by and/or received by the Royal Canadian Mounted Police 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,

\_\_\_\_\_