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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:

Any records, Blackberry (BBM) or PIN messages, including (but not limited to) briefing notes, memoranda, and correspondence (including email attachments) that mention me,

\_\_\_\_\_.

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,

\_\_\_\_\_