

## Sample Access Request

### ADDRESS

Access to Information Coordinator  
Canada Post  
2701 Riverside Drive N0080  
Ottawa K1A 0B1  
613 734 7570 toll free 1 866 913 2473  
fax 613 734 6660

### DATE

Dear Coordinator,

I am applying under the Access to Information Act for the following records,

Please provide from January 1, 2009 to present, records, including corporate plans, reports, briefing notes, meeting notes and communication (e mails, correspondence) notes on the projected budget and costs, and future of (NAMED) postal outlet/postal plant. Do include regional and headquarter materials.

Other records already released under the Access to Information Act by Canada Post on this subject.

Enclosed is a cheque for \$5 made out to Canada Post Corporation\*. Provide records as they become available. Call immediately for any clarifications.

NAME/ADDRESS/PHONE

(\* for most agencies, write the \$5 cheque to Receiver General for Canada. Some agencies also accept credit cards. Note that Canada Post also as an alternative has a written request form that could be used. Also, check the Canada Post contact information as it can change)