**[Originating Public body]  
[Address]**

[Date]

[Other Public Body]

**RE: Request for Personal Information Correction [Reference Number]**

On [date], [Name of originating public body] disclosed information concerning [name of person requesting correction]. This information has been [corrected and a copy of the corrected record is attached, or annotated in the following way to reflect a correction requested, but not made].

This notification is made under Section 35(3) of the *Access to Information and Protection of Privacy Act*. Please amend your records or link the correction or annotate them in order to ensure the records contain this new information.

Sincerely,

[Name]

[Title of Head of Public Body]