**[Name of Public Body]**

**[Address]**

[Date]

**ANNOTATION TO PERSONAL INFORMATION**

|  |
| --- |
|  |
| **Name of Individual or Authorized Representative** |

has requested a correction to their or the named individual’s personal information on [date].

|  |
| --- |
|  |
| **Name of Public Body** |

has refused the individual’s request and has made the following annotation to the record:

|  |
| --- |
|  |

This annotation has been sent to the individual and to all public bodies and organizations to which the information was disclosed in the [time frame] preceding the date of the Request for Correction of Personal information.

Name of Authorized Official or Employee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name** |  | **Signature** |  | **Date** |