

**[PSGB Letterhead]**

**[Date]**

Dear Sir or Madam:

With the implementation of the *Personal Information and Protection of Electronic Documents Act*, **[Insert full name of PSGB]** (“**[Insert acronym or short version for PSGB name]**”) wishes to confirm the information that we have collected about you and how that information is used.

The enclosed Privacy Policy describes our privacy practices and the manner in which personal information is collected, used, disclosed and retained by **[PSGB acronym or short version of name – “BSGB”]**.

**[PSGB]** will continue to collect, use, disclose and retain information for the purposes described in the Privacy Policy, and you hereby acknowledge consent to such collection, use, disclosure and retention unless otherwise indicated by you.

Additional copies of our Privacy Policy are available by submitting a written request to **[PSGB]**, **[Insert address]**, to the attention of the Privacy Officer.

Yours truly,  
**[PSGB full name]**

By: \_\_\_\_\_  
**[Insert name/position of individual signing]**