

Ref:

Date:

***Private and Confidential***

Mr XXXX

XXXXX

XXXXX

XXXXX

Dear .....

**Re: Request to Access Documentary Evidence**

In order to progress my membership of the Chartered Institute of Architectural Technologists (CIAT), I must complete a Professional and Occupational Performance (POP) Record. The POP Record requires me to provide documentary evidence of work I have been involved in to prove my professional competence to the Institute.

Therefore, I would be grateful, if I could have permission to access and copy documents and evidence I produced during my employment with your practice. I would of course be happy to pay any direct costs associated with the reproduction of such evidence.

All the information would be treated as confidential by me and CIAT and following assessment by CIAT, it would be securely disposed of. I would also be very happy to ensure it is also desensitised upon your request. It would also be acceptable for me to present the information with personal details obscured such as names, addresses, costs etc, as the pertinent information would be the content.

I would like to thank you for your support in this matter which is much appreciated and will assist me in my pursuit of professional qualifications.

Yours sincerely

Mr X

Encs. AT or CAT performance standards