

# FOIA TEMPLATE

Month, Day, Year

Angela Juliani, FOIA representative  
Office of Corporation Counsel  
235 Grand Street  
Waterbury, CT 06702

Re: Freedom of Information Request

Dear Corporation Counsel, Angela Juliani:

You have been identified as the FOIA representative for the below FOIA request.

1. Pursuant to the Freedom of Information Act, Connecticut General Statutes (“Conn. Gen. Stat.”) §1-200 et seq., I am requesting the following:

Please provide a [state what you are seeking. Be as specific as possible] [example: \*CV- (curriculum vitae) on the following Assistant Principal currently working at the Crosby High School, Waterbury School District:

## **Assistant Principal Johnathan Dolittle**

\*At a minimum the CV must include education, training certificates, continuing education, special education training, etcetera.

Pursuant to Conn. Gen. Stat. §1-212, I will pay your reasonable charges to provide this information.

Thank you.

Sincerely,  
First and Last Name  
Street Address  
City, State, Zip Code