

Dear FOIA Coordinator:

Pursuant to the Michigan Freedom of Information Act, MCL 15.231 et seq., I respectfully request access to and copies of the following existing public records in the possession of the City or Township of _____.

This request seeks existing records only. I am not requesting the creation of new reports, summaries, compilations, or analyses.

Provide copies of all [correspondence, emails, or bills, etc.] from _____ to _____ from [date] to [date]. Please include all attachments included with the original correspondence, whether electronic or physical.

If you assert any exemption, please provide the following for each exemption in writing:

1. The specific statutory exemption claimed for each redaction.

2. A brief legal explanation of why that exemption applies to the specific information redacted.

When reviewing the documents requested in this FOIA, please note that the following types of information are not categorically exempt and must be released after redacting truly proprietary data:

- Names of signing parties (city officials, LLC names, landowners)
- Date of execution
- Duration of the agreement
- Scope of permitted discussions regarding zoning or development
- Commitments made by either party.
- Existence of the agreement itself

Include what applies to your FOIA

I request that all records be provided in electronic format where available, pursuant to MCL 15.234(1). Please send records to [your email address]. I request a fee waiver on public-interest grounds.

Please acknowledge receipt of this request and advise if any clarification is needed. I understand the city/township of _____ is required to respond within five (5) business days pursuant to MCL 15.235(2). Please notify me if the fees are estimated at \$50 or more before proceeding.

Date of submission: [today's date]

Thank you for your attention to my request.

Sincerely,

Your Name

Street Address

City, State & Zip Code

Phone Number

Email Address

✗ If you have a FOIA team and there is a lot to look into – you may want to consider forming a non-profit FOIA group. This will allow you to pose appeals and challenges as a group if the municipality doesn't turn over the documents as they legally should.

If you don't have a non-profit, you will have to pose appeals and challenges individually instead.