

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Alabama Under the Alabama Open Records Law § 36-12-40 et seq., I am requesting an opportunity to inspect or obtain copies of public records that [Describe the records or information sought with enough detail for the public agency to respond. Be as s

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The statute requires a response in a reasonable time period. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Alaska Under the Alaska Open Records Law, A.S. Code § 40-25-110 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

Please respond to this request in a reasonable time period. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Arizona Dear [custodian of records]:  
Under the Arizona Public Records Law § 39.101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
Please respond to this request in a reasonable time period. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Arkansas Dear [custodian of records]:  
Under the Arkansas Freedom of Information Act § 25-19-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
The Arkansas Freedom of Information Act requires a response within three business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

California Under the California Public Records Act § 6250 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The California Public Records Act requires a response within ten business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Colorado Under the California Public Records Act § 6250 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The California Public Records Act requires a response within ten business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Connecticut Under the Connecticut Freedom of Information Act § 1-200 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to re**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Connecticut Freedom of Information Act requires a response within four business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect th

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Delaware Under the Delaware Freedom of Information Act § 100001 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to res**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Delaware Freedom of Information Act does not mention a specific response time, but if access to the records I am requesting will take longer than a reasonable amount of time, please contact me with information about when I might expect c

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]



[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Hawaii Dear **[custodian of records]**:  
Under the Hawaii Open Records Law § 91-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
The Hawaii Open Records Law requires a response time within ten business days. If access to the records I am requesting will take longer than ten days, please contact me with information about when I might expect copies or the ability to inspect  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Idaho Dear **[custodian of records]**:  
Under the Idaho Public Records Act § 74-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
The Idaho Public Records Act requires a response time within three business days. If access to the records I am requesting will take longer than three days, please contact me with information about when I might expect copies or the ability to inspect  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Agency Head or Freedom of Information Act Officer]  
[Name of Agency]  
[Address of Agency]  
[City, State, Zip Code]

Re: Illinois Freedom of Information Act Request

Dear \_\_\_\_\_:

Illinois

Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond.**

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6. **[Option:]** I am willing to pay fees

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). Thank you for considering and responding to this request.

Sincerely,

[Name]  
[Address]  
[City, State, Zip Code]  
[Optional:] Telephone number and e-mail

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Indiana Under the Indiana Access to Public Records Act § 5-14-3-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to re**

The requested information is in the public interest and will contribute significantly to the public's understanding of \_\_\_\_\_. **[Here, you can identify yourself as a representative of the news media if applicable and state that your reque**

The Indiana Access to Public Records Act requires a response time within seven business days. If access to the records I am requesting will take longer than seven days, please contact me with information about when I might expect copies or t

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:  
Iowa Under the Iowa Open Records Law § 22.1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as s**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
The Iowa Open Records Law requires a response time within ten to twenty business days. If access to the records I am requesting will take longer than that time period, please contact me with information about when I might expect copies or the  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]  
[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:  
Kansas Under the Kansas Open Records Act § 45-215 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
The Kansas Open Records Act requires a response time within three business days. If access to the records I am requesting will take longer than that time period, please contact me with information about when I might expect copies or the ability  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Kentucky Under the Kentucky Open Records Act § 61.872 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$ \_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Kentucky Open Records Act requires a response time within three business days. If access to the records I am requesting will take longer than that time period, please contact me with information about when I might expect copies or the ab

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Louisiana Under the Louisiana Public Records Act § 44:1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$ \_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

Section 44:32(D) of the Louisiana Public Records Act requires a response within three business days. If access to the records I am requesting will take longer than that time period, please contact me with information about when I might expect c

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Maine Dear **[custodian of records]**:  
Under the Maine Freedom of Access Act § 402 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
If you intend to deny this request, I will expect to hear from you within the five business days mandated by law. Also, if you expect a significant delay in responding to this request, please contact me with information about when I might expect co  
Thank you for considering my request.  
Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Maryland Dear **[custodian of records]**:  
Under the Maryland Public Information Act Title 4, I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as s**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
The Maryland Public Information Act requires a response to this request within 30 days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or th  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.  
Sincerely,  
[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Under the Massachusetts Public Records Act § 66-10 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond]**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Massachusetts Public Records Act requires a response to this request within 10 days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies of

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Under the Michigan Freedom of Information Act § 15.231 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond]**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Michigan Freedom of Information Act requires a response to this request within five days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies of

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Minnesota Under the Minnesota Data Practices Act § 13.01 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. B**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

I would request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Mississippi Under the Mississippi Public Records Act § 25-61-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond.**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The law requires that you respond to this request within between one and 14 days, depending upon your department's established policy. If you expect a significant delay in responding to this request, please contact me with information about wh

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Missouri Under the Missouri Sunshine Law § 610.023 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Missouri Sunshine Law requires a response within three business days. If access to the records I am requesting will take longer than this time period, please contact me with information about when I might expect copies or the ability to insp

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Montana Under the Montana Public Records Act § 2-6-1001 et seq., I am requesting an opportunity to inspect or obtain copies of public information that **[Describe the records or information sought with enough detail for the public agency to respon**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

If access to the information I am requesting will take longer than a 'reasonable' amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Nebraska Under the Nebraska Public Records Law § 84-712 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond.**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Nebraska Public Records Law requires a response time of four business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ab

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Nevada Under the Nevada Open Records Act § 239 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

If access to the records I am requesting will take longer than a 'reasonable' amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Date]  
[Name of Custodian of Records]  
[Title]  
[Public Agency Name]  
[Street Address]  
[City, State Zip Code]

RE: Right to Know Request per RSA-91A

Dear [Custodian of Records]:

Pursuant to the Right to Know Law (RSA .91-A), I am requesting public access, within 5 business days, to the governmental records reasonably described as follows:

all records, no matter what form, including but not limited to, printed documents, electronic documents, e-mails, or any other form of records regarding [ Describe the records sought with enough detail for the public agency to respond. ] for

[ Be as specific as possible while not excluding records you may want. ]

[ next records description ]

[ ...]

w Hampsh Per RSA 91-A:4 IV(c) If you deny any portion of this request, please cite the specific exemption used to justify the denial to make each record, or part thereof, available for inspection along with a brief explanation of how the exemption applies to

Please let me know when these records are available for inspection or you may email the records to me at [ EmailAddress ].

Thank you for your lawful attention to this matter.

Sincerely,

[Your Signature]  
[Your Name]  
[Street Address & Mailing Address, if different]  
[City, ST ZIP Code]  
[Phone number]  
[Email Address]

Per RSA 91-A, governmental records means "any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foreg

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

ew Jerse Under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that [Describe the records or information sought with enough detail for the public agency

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The New Jersey Open Public Records Act requires a response time of seven business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

New Mexico Under the New Mexico Inspection of Public Records Act, 14-2-1 NMSA 1978 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the pu**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The New Mexico Inspection of Public Records Act requires a response time of no less than three business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

New York Under the New York Freedom of Information Law, N.Y. Pub. Off. Law sec. 84 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the pu**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The New York Freedom of Information Law requires a response time of five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies o

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Under the North Carolina Public Records Law, G.S. §132-1., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The law requires that you respond to and fulfill this request "as promptly as possible." If you expect a significant delay in responding to and fulfilling this request, please contact me with information about when I might expect copies or the ability to

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Under the North Dakota Open Records Statute, N.D.C.C. §44-04-18 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public age**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

I would request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:  
Ohio Under the Ohio Open Records Law, §149.43 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
I would request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]  
[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:  
Oklahoma Under the Oklahoma Open Records Act, 51 §24A.1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond.**  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
I would request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Oregon Dear [custodian of records]:  
Under the Oregon Public Records Law, §192.410 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. E**  
  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
  
I would request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.  
  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
  
Thank you for considering my request.  
Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Pennsylvan Dear [custodian of records]:  
Under the Pennsylvania Right to Know Law, 65 §66.1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respon**  
  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and  
  
The Pennsylvania Right to Know Law requires a response time within five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or  
  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
  
Thank you for considering my request.  
Sincerely,  
  
[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Under the Rhode Island Access to Public Records Act, §38-2-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Rhode Island Access to Public Records Act requires a response time within seven business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Under the South Carolina Freedom of Information Act, §30-4-10 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The South Carolina Freedom of Information Act requires a response time within 10 business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect c

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Under the South Dakota Sunshine Law, §1-27-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

If access to the records I am requesting will take longer than a 'reasonable' amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Under the Tennessee Open Records Act, §10-7-503 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Tennessee Open Records Act requires a response time within seven days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Texas Dear [custodian of records]:  
Under the Texas Public Information Act, Tex. Gov't Code §552.001 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to locate them]**.  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and the release of the information is in the best interests of the state.  
The Texas Public Information Act requires that you "promptly produce" the requested records unless, within 10 days, you have sought an Attorney General's Opinion. If you expect a significant delay in responding to this request, please contact me at \_\_\_\_\_.  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]  
[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Utah Dear [custodian of records]:  
Under the Utah Government Records Access and Management Act, §63-2-101 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to locate them]**.  
If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and the release of the information is in the best interests of the state.  
The Utah Government Records Access and Management Act requires that public records responses be made within at least 10 business days if the records are for individual purposes or within five business days if the record is meant to benefit the public.  
If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.  
Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Vermont Under the Vermont Public Records Law, §315 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be a**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The law requires a response to this request within 2 days, or within 10 days for extraordinary circumstances. If you expect a significant delay in fulfilling this request, please contact me with information about when I might expect copies or the abi

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Virginia Under the Virginia Freedom of Information Act, §2.2-3704 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to res**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Virginia Freedom of Information Act requires a response to this request be made within five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I r

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

Washington Under the Washington Public Records Act, §42.56 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond.**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The Washington Public Records Act requires a response to this request be made within five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

[Name of Custodian of Records]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [custodian of records]:

West Virgin Under the West Virginia Freedom of Information Act, §29-B-1-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and

The West Virginia Freedom of Information Actrequires a response to this request be made within five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about whe

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Phone number]

























