State	FOIA Template
	[Your Name] [Street Address] [City, ST ZIP Code]
	[Date]
	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
Alabama	Dear [custodian of records]: 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]
Alaska	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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. But
	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
Alkalisas	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]
California	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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]
Colorado	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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]
onnectio	Dear [custodian of records]: 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 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]
Delaware	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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 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]
Florida	Dear [custodian of records]: Pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, F.S., 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
	[This paragraph is optional, but you may want to specify what you are willing to pay for. Here are three options: If there are any fees for searching or copying these records, please inform me before filling my request. OR I am will
	Should you deny my request, or any part of the request, please state in writing the basis for the denial, including the exact statutory citation authorizing the denial as required by s. 119.07(1)(d), F.S.
	I will contact your office within [select a specific period of time: 24 hours, 48 hours, one week, etc.] to discuss when I may expect fulfillment of my request, and payment of any statutorily prescribed fees. If you have any questions in the inter-
	Thank you.
	[Your Name] [Your Phone number]
	[Your Name] [Street Address] [City, ST ZIP Code]
	[Date]
Georgia	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: Under the Georgia Open Records Act § 50.18.70 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 Georgia Open 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
	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]

Civer Name   Clustedian of Records   City, 57 27 Code		
Name of Custodian of Records] [Title]		[Street Address]
Title] [Company Name] [Storet Address] [		[Date]
Under the Hawaii Open Records Law § 91-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that [Doscribe 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 in the public interest and The Hawaii Open Records Law requires a response time within the 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 of the appeal procedures available to me under the law.  Thank you for considering my request.  Sincerely.  Your Name]  [Your Name]  [Your Name]  [Name of Custodian of Records]  [Title]  [Company Name]  [Street Address]  [City, \$7 ZIP Code]  [Dear [Custodian of records]:  Idaho  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 a life from the public Records Act requires a response time within three business days. If access to the records I am requesting will take longer than the disclosure of the requested information about when I might expect copies or the ability to in it 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.		[Title] [Company Name] [Street Address]
The Hawaii Open Records Law requires a response time within ten business days. If access to the records an requesting will take longer than ten days, please contact me with information about when I might expect copies or the ability to inspect from the property of the p	Hawaii	
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)  [Date]  Name of Custodian of Records]  [Title]  Company Name]  Street Address]  (City, ST ZIP Code)  Under the Idaho Public Records Act [S 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 if there are any fees for searching or copying these records, please inform me if the cost will exceed \$		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
Thank you for considering my request.  Sincerely,  [Your Name] [Your Phone number] [Your Phone number] [Your Phone number] [Your Mame] [Street Address] [City, 87 IZP Code] [Date] [Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, 87 IZP Code] [Date] [Mane of Custodian of Records] [Title] [Company Name] [Street Address] [City, 87 IZP Code] [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 at 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 at 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 in 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]		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 inspirate the contact me with information about when I might expect copies or the ability to inspirate the contact me with information about when I might expect copies or the ability to inspirate the contact me with information about when I might expect copies or the ability to inspirate the contact me with information about when I might expect copies or the ability to inspirate the contact me with information about when I might expect copies or the ability to inspirate the contact me with information about when I might expect copies or the ability to inspirate the contact me with information about when I might expect copies or the ability to inspirate the contact me with information about when I might expect copies or the contact me with information about when I might expect copies or the contact me with information about when I might expect copies or the contact me with information about when I might expect copies or the contact me with information about when I might expect copies or the contact me with information about when I might expect copies or the contact me with information about when I might expect me with the contact me with information about the contact me with the contact me with information about the contact me with information about the contact me with information about the contact me with the con
Sincerely, [Your Name] [Your Phone number] [Your Phone number] [Your Name] [Street Address] [City, \$7 ZIP Code] [Date] [Name of Custodian of Records] [Titte] [Company Name] [Street Address] [City, \$7 ZIP Code]  [Date]  [Name of Custodian of Records] [Titte] [Company Name] [Street Address] [City, \$7 ZIP Code]  [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 at 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 in 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]		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.
Your Name   Your Name   Your Name   Street Address   City, ST ZIP Code		Thank you for considering my request.
Your Name    Your Name		Sincerely,
[Street Address] [City, ST ZIP Code]  [Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]  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 at 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 in 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]		
[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]  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 at 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 in 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]		[Street Address]
Title] [Company Name] [Street Address] [City, ST ZIP Code]  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 at 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 in 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]		[Date]
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 a lift 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 interest and 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]	ldaho	Title] [Company Name] [Street Address]
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 in 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]		
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]		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
Thank you for considering my request.  Sincerely,  [Your Name]		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 in
Sincerely,  [Your Name]		
[Your Name]		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.

Illinois	[Agency Head or Freedom of Information Act Officer] [Name] [Address of Agency] [City, State, Zip Code]  Re: Illinois Freedom of Information Act Request  Dear: 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
Indiana	Street Address

	[Your Name] [Street Address] [City, ST ZIP Code]
	[Date]
	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
Iowa	Dear [custodian of records]: Under the lowa 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 lowa 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]
Kansas	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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]

Kentucky	[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 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. 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
	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 about 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 about 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 about 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 about 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 about 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 about the records I am requesting will take longer than the records I am requesting will be about the records I am requesting will be abou
	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]
Louisiana	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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 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 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 contact me with information about when I might expect to the property of
	Thank you for considering my request.
	Sincerely,
	[Your Name] [Your Phone number]
	[Your Name] [Street Address] [City, ST ZIP Code]
	[Date]
Maryland	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	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 an
	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 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]
ıssachus	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 response
	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 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]
Michigan	[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 response to the records of the records or information sought with enough detail for the public agency to response to the records of the records or information and the records of the records or information and the records of
	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 copie
	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]
Minnesot	Dear [custodian of records]: 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]
vlississipį	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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 when the significant delay in responding to this request, please contact me with information about when the significant delay in responding to this request, please contact me with information about when the significant delay in responding to this request, please contact me with information about when the significant delay in responding to this request, please contact me with information about when the significant delay in responding to this request, please contact me with information about when the significant delay in responding to this request.
	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]
Missouri	Dear [custodian of records]: 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]
Montana	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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 response
	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]
Nebrask	Dear [custodian of records]: a 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 about 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 about 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 about 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 about 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 about 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 about the records I am requesting will be about the records I am requesting will
	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]
Nevada	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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.
	Thank you for considering my request. Sincerely,

Titl [Pul [Str [City ] RE:  Dea Purs all r [Be [ne [] v Hampst Per Plea Tha Sinc [You [Str [Phi	ame of Custodian of Records]  itte]  ublic Agency Name]  treet Address]  ity, State Zip Code]  E: Right to Know Request per RSA-91A  ear [Custodian of Records]:  ursuant 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:  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 3e as specific as possible while not excluding records you may want. ]  ext records description ]
Per	er 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
[You Street Stre	our Name] treet Address] ity, ST ZIP Code] ate] ate]

	[Your Name] [Street Address] [City, ST ZIP Code]
	[Date]
	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
lew Mexi	Dear [custodian of records]: 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 public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the publ
	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]
New York	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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 public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records that [Describe the records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail for the public records or information sought with enough detail
	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 of 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 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 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 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 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 the records I am requesting will be a second of the records I am requesting will be a
	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 Name] [Street Address] [City, ST ZIP Code]
	[Date]
	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
orth Carol	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]
orth Dako	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]
Ohio	Dear [custodian of records]: 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]
Oklahoma	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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.
	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]:
ennsylvar	nUnder 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]
hode Isla	Dear [custodian of records]: rUnder 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 the records of public records that [Describe the records or information sought with enough detail for the public agency to the records of public records that [Describe the records or information sought with enough detail for the public agency to the records of public records that [Describe the records or information sought with enough detail for the public agency to the records of public records that [Describe the records or information sought with enough detail for the public agency to the records of public records that [Describe the records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public agency to the records of public records or information sought with enough detail for the public records of public records or information sought with the records of public records or information sought with the records of public records or information sought with the records of public records or information sought with the records of public records or information sought with the records of public reco
	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 expe
	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]
uth Caro	Dear [custodian of records]: iUnder 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
	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 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]
outh Dake	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. But
	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]
Γennesse	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 agent
	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 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 requires that you "promptly produce" the requested records unless, within 10 days, you have sought an Attorney General's Opinion.
	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
	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 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
	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]

Court Name		
Name of Custodian of Records] [Titol		[Street Address]
Title] [Company Name] [Street Address] [Only, 57 EP Code]  Vermost (National Percental): Vermost (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 vertice 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, which is a property of the search of the sequent of the requested information about when I might expect copies or the ability ou 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 Phone number]  Tour Name]  [Street Address]  [City, \$7 ZIP Code]  Date]  Name of Custodian of Records]  Title]  Oeor [custodian of Records]  Title]  Oeor [custodian of records]:  Virginia Treedom 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 result in the read 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 mily ou deny any or all of this request 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		[Date]
Vermont Under the Vermont Public Records Law, §315 et seq., 1 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 life 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 ability of the public interest and interest and the public interest and the virginal 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 restrict the virginal Freedom of Information and information an		[Title] [Company Name] [Street Address]
The law requires a response to 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 Phone number]  Your Phone of Custodian of Records]  [Titel]  [Name of Custodian of Records]  [Titel]  [Streat Address]  [City, ST 2P Code]  Dear [custodian of records]:  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 about when I m  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.  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 m  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,	Vermont	
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]  Tittel  [Company Name]  Street Address]  [City, ST ZIP Code]  Date]  [Street Address]  [City, ST ZIP Code]  Date]  [Street Address]  [City, ST ZIP Code]  Date [Lestodian of records]:  Tittel  Under the Viriginia 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 \$\infty\$		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
Thank you for considering my request.  Sincerely,  [Your Name]  [Your Phone number]  [Your Phone number]  [Your Name]  [Street Address]  [City, 87 ZIP Code]  [Date]  [Name of Custodian of Records]  [Titte]  [Company Name]  [Street Address]  [City, 87 ZIP Code]  [Date]  [Name of Custodian of Records]  [Titte]  [Company Name]  [Street Address]  [City, 87 ZIP Code]  [Dear [custodian of records]:  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 an  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 m  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]		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
Sincerely,  [Your Name] [Your Phone number] [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 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 copyling 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 m  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]		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.
Your Name] Your Name] Your Name] Your Name] Your Name] Street Address] City, ST ZIP Code]  Date] Name of Custodian of Records] Title] Company Name] Street Address] City, ST ZIP Code] Company Name] Street Address] City, ST ZIP Code]  Dear [custodian of records]: Uriginal  Dear [custodian of records]: Indier 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 m  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]		Thank you for considering my request.
Your Name   Street Address   City, ST 2/P Code		Sincerely,
[Street Address] [City, ST ZIP Code]  [Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]  Dear [custodian of records]: 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 me 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]		
[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]  Dear [custodian of records]: 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 m  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]		[Street Address]
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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 me  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]	Virginia	[Title] [Company Name] [Street Address]
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 me 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]		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
Thank you for considering my request. Sincerely, [Your Name]		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 meaning the records I am requesting will take longer than this amount of time, please contact me with information about when I meaning the records I am requesting will take longer than this amount of time, please contact me with information about when I meaning the records I am requesting will take longer than this amount of time, please contact me with information about when I meaning the records I am requesting will take longer than this amount of time, please contact me with information about when I meaning the records I am requesting will take longer than this amount of time, please contact me with information about when I meaning the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will take longer than the records I am requesting will be recorded to the records I am requesting will be recorded to the records I am requesting will be recorded to the records I am requesting will be recorded to the records I am requesting will be recorded to the records I am requesting will be recorded to the records I am requesting will be recorded to the record will be recorded to the recorded to the record will be recorded to the recorded to
Sincerely,  [Your Name]		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.
[Your Name]		Thank you for considering my request
		mank you for considering my request.

	[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]:
Vashingto	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]
'est Virgin	[Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]
	Dear [custodian of records]: 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]

Visconsir	[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 Wisconsin Open Records Law, §19.31 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. Ending the area 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 response in writing, within the 5 days described by law, if you intend to deny this request. Also, if you expect a significant delay in fulfilling this request, 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]
Vyoming	[Your Name] [Street Address] [City, ST ZIP Code]  [Name of Custodian of Records] [Title] [Company Name] [Street Address] [City, ST ZIP Code]  Dear [custodian of records]: Under the Wyoming Sunshine Law, §16-4-201 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 an
	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]