[Your Name]

[Street Address]

[City, State ZIP Code]

[Date]

[Name of Custodian of Records]

[Title]

[Agency Name]

[Street Address]

[City, ST ZIP Code]

Dear Public Official:

Pursuant to the [your state’s public records law], I would like to obtain a copy of the

following public records: [Be sure to describe the records sought with enough detail, or

as the statute indicates, for the public agency to understand the request and be able to

respond.]

I understand if I seek a copy of this record, there may be a fee to fulfill this request. Could

you please inform me of any costs prior to completing the request?

I can be reached at [phone number and/or email address]. According to the statute, the

[name of the government entity you are requesting from] is allowed [XX] days to respond to

this request.

If you choose to deny the request, please respond in writing and state the statutory

exception authorizing the withholding of all or part of the public record.

Thank you for your assistance on this matter.

Respectfully,