

Date: \_\_\_\_\_

Delta Lake Irrigation District  
10370 Charles Green Rd.  
Edcouch, TX 78538

RE: Public Information Act Request

Dear Public Official or Agency:

Under the Texas public Information Act, 6252-17a et seq., I am requesting an opportunity to inspect or obtain copies of public records regarding the following:

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In order to help to determine my status to assess fees, you should know that I am an individual seeking information for personal use and not for commercial use.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_.

The Texas Public Information Act requires that you “promptly produce” the requested records unless, within 10 days, you have sought an Attorney General’s Opinion. If you expect a significant delay in responding to this request, please contact me 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 example you feel justifies the refusal to release the information and notify me of the appeal procedures available under the law.

Thank you for considering this request.

Sincerely,

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_