**[Date]**

**[Recipient Name]**

**[Address]**

*Sent via* **[email / U.S. mail]**

Dear **[Name]**,

I request, pursuant to the state open records law **[provide statutory citations in column B]**, copies of the following documents:

* **[Provide a clear description of the documents you seek]**
* **[Provide a clear description of the documents you seek]**
* **[Provide a clear description of the documents you seek]**

Please send the documents to me via [**email/U.S. mail]** in [**description of any ways you want the document formatted - i.e., machine readable format**] within **[column d]**. If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. If a portion of these documents are exempt from disclosure, provide all segregable portions. If your agency does not maintain any of the requested records, please let me know who does and include the proper custodian’s name and address.

I request a waiver of all fees because the information is not being sought for commercial purposes and its disclosure is in the public interest and will contribute significantly to the public’s understanding of **[explanation of why you want to know].** However, if there are fees for searching or copying these records, please inform me if the cost will exceed $25.00, otherwise invoice me with the records.

If you have any questions about this request, please do not hesitate to contact me at **[email]** or **[phone number]**.

Thank you for your attention to this matter.

Sincerely,

**[Signature]**

**[Signature block]**