

Date

Nwame of Public Entity
Attn. Name of Records Custodian
Mailing Address
Email Address

Subj: Public Records Request – Information Requested

Dear Records Custodian:

Pursuant to [cite public records statute], I respectfully request the following public records in your custody:

(1) Information Requested

(2)

(3)

Electronic production of records and information is preferable and acceptable.

I request your response as soon as possible. If responsive records cannot be produced within ten (10) business dates [or the statutory deadline], please contact me with your progress and expected completion date.

Additionally, if some records are available prior to the production of other records, please provide on a rolling or continuing basis as the records are available.

This request is for a non-commercial purposes, and copies of records will not be used for a commercial purpose.

I am willing to pay [insert amount] for copies of the public records requested. If the cost of production will exceed this amount, please contact me to receive approval for costs.

Should you have any questions regarding this request, please do not hesitate to contact me at [phone] or [e-mail].

Thank you for your prompt attention to this matter.

Sincerely,

Name