

DATE

Attn: Records Department

[officename]

[floornumber]

[agencyaddress]

[agencycity], [agencystate] [agencyzip]

RE: [type]

Dear Sirs/Mesdames:

It is my understanding that your office maintains the public records for: [type].

I hereby request the following specific public record(s):

[record]

I understand that these records are a matter of public information and are to be made available upon request. In the event that there is any administrative charge for the information, please notify me before processing this request. Should you need any additional information, please advise me immediately.

Thank You,

[firstname] [middlename] [lastname], [namesuffix]

[address]

[city], [state] [zip]

[phoneNumber]