

# Letter of Demand for Public Record Access

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to public records under [Specify the relevant public records law, e.g., FOIA, state public records law]. I am seeking the following documents:

- [Detail specific records or information you are requesting]
- [Include any date range or specific parameters, if applicable]

As a citizen, I understand my right to access these records, and I kindly ask for your prompt attention to this request. Please let me know if there are any fees associated with obtaining these records. I would appreciate a response by [Insert desired response date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]