

Inquiry for Accessing Public Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request access to public records under the [Applicable Freedom of Information Act or relevant law]. I am interested in obtaining the following records: [specific records or information you are seeking].

As this information pertains to [briefly explain your reason for the request or its public interest], I believe that access to these records is important.

If there are any fees associated with this request, please inform me beforehand. I am willing to pay reasonable costs for the processing of this inquiry.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]