

Notice of Public Records Review

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This notice is to inform you that the [Name of the Agency/Organization] will be conducting a review of public records pertaining to [brief description of records to be reviewed].

The review is scheduled to take place on [date] at [location]. You are welcome to attend and participate in the review process.

If you have any questions or need further information, please feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]