

Request for Public Records Inspection

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Public Records Office Name]

[Public Records Office Address]

[City, State, Zip Code]

Dear [Public Records Officer's Name],

I am writing to request access to public records under the [insert relevant statute or act, e.g., Freedom of Information Act] pertaining to [specific records or information you are seeking].

Details of the request are as follows:

- **Type of Records:** [Specify the type of records]
- **Timeframe:** [Specify the timeframe for the records]
- **Format:** [Specify preferred format, if any]

If there are any fees for searching or copying the information, please inform me beforehand. I would appreciate a prompt response to my request for inspection.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]