

Request for Public Records Examination

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Title/Position]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request access to public records under the [applicable public records law]. I am interested in examining the following documents:

- [Description of the records you wish to examine]
- [Any specific dates or time periods]

I would like to schedule an appointment to review these records at your earliest convenience. Please let me know what dates and times would be suitable for this examination.

If there are any fees for searching or copying these records, please inform me in advance. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,
[Your Name]