

Letter of Submission for Inspection of Governmental Records

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request the inspection of governmental records as permitted under [Specify Applicable Law, e.g., Freedom of Information Act]. This request is for records pertaining to [Specify the Purpose or Type of Records] for the period of [Specify Date Range].

Please inform me of any applicable fees associated with this request, and I would appreciate your prompt response to this inquiry. If you need any further information to process this request, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]