

Request for Records

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to records regarding [specific details about the records you seek] under the [specific law or regulation, if applicable].

As per [mention any relevant legislation, such as FOIA if applicable], I would like to obtain [list specific records or types of records needed] for the purpose of [mention your reason for the request].

If there are any fees for searching or copying these records, please inform me beforehand. I would appreciate your assistance in my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]