

Petition for Record Access

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request access to records under [specify the applicable law or policy, e.g., Freedom of Information Act, state public records law, etc.]. This request is made in accordance with my rights to obtain public records.

The records I am seeking are:

- [Description of the records you are requesting]
- [Additional details about the records, including dates, types, etc.]

If there are any fees associated with this request, please let me know in advance. I am willing to pay reasonable charges for the information. I would appreciate your response at your earliest convenience, and thank you in advance for your cooperation.

Sincerely,

[Your Name]