

## Written Request for Public Information

Date \_\_\_\_\_

Office \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Requestor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Dear Officer for Public Information:

I request access to or copies of:

\_\_\_\_\_  
\_\_\_\_\_ .

A requestor should specify as clearly as possible the particular information sought and allow the governmental body to clarify what documents you seek. This may include the name of the document, or the type of information. You may also request that information in a particular form; for example, a paper copy or on a computer disk when electronic data is available. It is suggested that a requestor also specify the time period for which broad categories of information is sought.

Please provide a phone number to notify when your request is ready:  
\_\_\_\_\_ {or} Please provide this  
information to the following fax / e-mail / address:

\_\_\_\_\_

Note: Response time varies with nature and number of documents requested.

I agree to reimburse the cost of any copies, postage, etc Signed: \_\_\_\_\_

\*This form is being provided to potential requestors as a helpful guide for composing an effective request for public information.