

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request [specific information, records, or assistance] related to [briefly explain the purpose of the request]. This request is made under the Kansas Open Records Act (K.S.A. 45-215 et seq.).

[Provide any necessary details about the request, including dates, specific documents, or information needed.]

I appreciate your attention to this matter and look forward to your prompt response. Should you need further information to process my request, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]