

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

[Recipient Name]  
[Title]  
[Agency/Department Name]  
[Agency/Department Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Access to Public Records

I am writing to formally request access to public records under [specify relevant public records law, e.g., "the Freedom of Information Act" or "state public records law"].

I would like to request the following records:

[List specific records or information you are seeking]

[If applicable, provide dates, case numbers, or other identifying details to assist with the search.]

I am willing to pay any reasonable fees for the processing of this request. If the cost is expected to exceed [specify amount], please inform me before proceeding.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (optional)]