

****Information Release Request Template****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****[Recipient's Name]****

****[Recipient's Title/Position]****

****[Organization Name]****

****[Organization Address]****

****[City, State, Zip Code]****

Dear [Recipient's Name],

Subject: Information Release Request

I am writing to formally request access to information under the [relevant legislation or policy, if applicable]. The details of my request are as follows:

1. ****Description of Information Requested:****

[Clearly describe the specific information you are requesting. Include dates, subjects, or any relevant context.]

2. ****Purpose of the Request:****

[Explain briefly why you are requesting this information, if necessary.]

3. ****Preferred Method of Delivery:****

[Indicate how you would like to receive the information, e.g., email, postal mail.]

I appreciate your timely attention to this request and look forward to your response within the statutory time frame. If you require any further information to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Organization, if applicable]

****End of Template****