

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

[Date]
[Recipient Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Access to Records

I am writing to formally request access to records held by [Organization Name] in accordance with [applicable law or regulation, e.g., Freedom of Information Act].

Specifically, I am seeking access to [describe the records you wish to access, e.g., "any documentation related to XYZ project from January 2020 to December 2020"].

Please let me know if there are any associated fees for processing this request. I would appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]