

Request for Information under the Freedom of Information and Privacy Acts

To Whom It May Concern:

(see attached page if necessary).

If there are any fees for searching for or copying the records, please let me know before you fill my request. You may also supply the records without informing me of the cost if the fees do not exceed \$ _____, which I agree to pay. Please charge my _____ card # _____ - _____ - _____ Expiration _____ or you may bill me via U.S. mail at the address below.

If you deny all or any part of this request, please cite each specific exemption you think justifies your refusal to release the information and notify me of appeal procedures available under the law.

Optional: If you have any questions about handling this request, you may telephone me at _____ (home phone) or at _____ (office phone).

Sincerely,

(signature)