

(Date of Letter)

Department of
(Government Department for Office)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: (Administrative Procedural Matters)

Attention of the Secretary/Agency Administrator

Dear Secretary/Agency Administrator:

Please provide the undersigned with a copy of your agency's administrative guidelines for determining procedural matters. A copy of your administrative procedures relating to (specific procedural matter for which request is made) is requested. All procedural matters and remedies relating to the foregoing should be included as a response to my request. Fulfillment of this request should also include any recently enacted procedural remedies, guidelines and directives. Also, included in the information requested should be any and all procedural remedies and an outline of how your agency expects those remedies to be followed in order for there to be full compliance with your administrative procedures.

Since this request involves (licensing, appeal, processing, claims, payment, special request, promulgation of rules, contested case, etc.), time is of the essence and individual rights might be affected. Accordingly, your immediate response is mandated in order to preserve individual rights that may be at stake. In compliance with this request, please identify any authorities or procedures that must be followed, and kindly produce the name of the contact person at your agency who has the capacity to discuss the foregoing. Thank you for your prompt attention.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)