

(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: Request for Disclosure of Public Documents

Attn: Document Historian

Dear Document Historian:

Due to a special evaluation (for examination) being conducted by the undersigned in regard to (identity of specific entity, agency, group or individual), certain public documents will be necessary. In this regard, it is hereby requested that your office produce for examination and investigation copies of (description of public documents sought to be produced).

Since the documents requested are public documents and are available for review, it is my understanding that these documents will be produced at no cost to the undersigned. Understandably, and due to the volume of documents maintained by your office and the number of documents requested, there may be some time delays in getting all of the information sought to the undersigned. Therefore, kindly provide all information that is readily available on the subject to the undersigned, and please indicate which document(s), if any, will require additional time for production.

In order for me to complete my study, I will need all of the documents requested. Should there be any question relative to the production of these documents, advise immediately whereupon assistance

(office of public official) is anticipated in order to expedite the process. Should you need a separate communiqué from that office, please advise and appropriate arrangements will be made. Thank you for your kind and immediate attention.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.