

(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 Filing Requirements

Attn: Filing Requirements Administrator

Dear Document Historian:

Kindly provide the undersigned with information relating to the filing requirements for

(specify the particular documents that are to be filed). If a specific form of document is mandated by your office for the filing of

(specify reason for filing), kindly provide an appropriate documentation to the undersigned. Additionally, if there are any filing fees, kindly advise.

It would also be helpful if you were to outline the procedures that need to be followed for filing and subsequent to filing. Any brochures or other information that is normally available to the public would be greatly appreciated. Thank you.

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.