

(Date of Letter)

Office Administrator

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE:

(Specify Requested Information-Detailed)

Dear Office Administrator:

It is the understanding of the undersigned that your office maintains certain specific information relative to

(information relating to the specific subject matter, such as the Secretary of State's records, records from the Treasurer, records from the Attorney General, etc.). At this time the undersigned is desirous of receiving the following information:

- A. The legislative basis for (information sought);
- B. Any administrative rules that would relate to the operation of your office;
- B. Budgetary disclosure of the budget for (specific office);
- D. The breakdown of the budget;
- E. The legislative authority for the budget;
- F. The sources of revenue to accommodate the budget;
- G. The identity of the individuals served by your office;
- H. Other:

Pursuant to the foregoing request, the undersigned understands that the information to be provided will be done so without cost. If this understanding is in error, please advise the undersigned immediately at the address and/or phone number listed below, whereupon an appropriate remittance for the records will be provided.

Thank you for your kind consideration in making available the records requested.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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