

[YOUR NAME]
[YOUR STREET ADDRESS]
[YOUR CITY, STATE ZIP]

[DATE]

[HEAD OF AGENCY]
[PERSON'S TITLE]
[AGENCY NAME]
[STREET ADDRESS]
[CITY, STATE ZIP]

Dear [PERSON'S TITLE] [PERSON'S LAST NAME]:

This is a request under the Illinois Freedom of Information Act.

I wish to obtain copies of the following:

- [SPECIFY RECORDS REQUESTED. EXAMPLE: "records of all financial transactions between July 1, 2013, and December 31, 2013, concerning the Cityville ABC project, including, but in no way limited to, construction contracts with Smith Contractors Inc." or "any and all records of monthly performance reports from January 1, 2012, to June 1, 2012."]

Please make copies of all documents covered by my request and mail them to me. If, however, the copying charges will exceed Five Dollars (\$5) [OR WHATEVER AMOUNT], please contact me and we can discuss limiting my request or my visiting your office to inspect the documents before they are copied.

As you know, Section 7 of the FOIA provides that all non-exempt portions of any partially exempt records must be disclosed. As you also are aware, Section 3(d) of the FOIA requires that your office respond to this request within five (5) working days after receipt.

Sincerely,

[YOUR NAME]