

FREEDOM OF INFORMATION ACT REQUEST LETTER

[Date]

FOIA Coordinator

[Name of Government Entity]

[Address]

Dear FOIA Coordinator:

This letter is a request for records under the Freedom of Information Act, MCL 15.231 et seq.

The records I am requesting are:

1. All documents **[pertaining to the subject of the request]**
2. All documents the **[government agency has relating to the subject of the request]**
3. **[Any other category of documents requested]**

I am willing to pay up to **[maximum payment amount]** search and copying fees for the specified documents. If you anticipate that the costs will exceed this amount, please call me so that I may make an appointment to inspect and copy the documents in person.

If the requested documents cannot be disclosed in their entirety, I request that you release all nonexempt portions of the documents that may be segregated and all parts of the documents that can be rendered disclosable by redaction.

If you determine that any of the requested documents can be withheld due to a statutory exemption, I request that you exercise your discretion to disclose those materials because of the overriding public concern about the **[subject of the request]**.

As to any portion of the documents that you withhold, please state with specificity the legal and factual basis for withholding any document or any part thereof.

I appreciate your cooperation and will expect your response within five days, as required by the act. If you need further explanation of the nature or scope of this request, please feel free to call me at **[telephone number]**. Thank you.

Sincerely Yours,

PROOF OF SERVICE
AFFIDAVIT

STATE OF MICHIGAN)
_____ COUNTY)

_____, being sworn, says:
On **[date]**, at **[city]**, Michigan, **[he / she]** served a copy of the letter stating a request for public records on the FOIA Coordinator, **[name of government entity]**, by mailing that letter by **[name of overnight delivery service]** with postage fully prepaid to the following address: **[address]**.

/s/ _____
[Typed name and address]
Affiant

STATE OF MICHIGAN)
_____ COUNTY)

[Insert Notary Block here]