DATE: _________________________

TO: FOIA Coordinator, Amy Wyckoff

FROM: (name, address, phone)

Dear FOIA Coordinator:

Under provisions of the Michigan Freedom of Information Act (MCLA 15.231 et seq; MSA 4.1801 (1) et seq) I am requesting (copies of, or access to):

(Insert specific, detailed description of information you are seeking): 

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

If you determine that some of the requested information is exempt from disclosure, please detail what is being withheld and cite the exemption under FOIA.

If fees to comply with this request exceed $________, please contact me at (list phone number) ______________.

As provided under FOIA, I would anticipate my request being filled within five working days of receipt of this letter.

Sincerely,

___________________________________