



Oscoda County Sheriff's Office

Sheriff Kevin R. Grace

301 S. Morenci Avenue

P.O. Box 129

Mio, MI 48647

Phone: (989) 826-3214

Fax: (989) 826-6833

Freedom of Information Act Request

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,
