

[date]

VIA EMAIL AND FIRST-CLASS MAIL

[ADDRESSEE]

RE: Public Records Request

Dear _____:

This is a request for public records under the Freedom of Access Act, 1 M.R.S.A. §§ 401 et seq. I request that _____ make available for inspection and copying, pursuant to 1 M.R.S.A. § 408-A, all of the following [for the time period of _____]:

1. [DESCRIPTION].

I would like to schedule a time that is convenient for you to come and inspect these Public Records. I will pay reasonable copying expenses, however, if estimated expenses exceed \$_____ please contact me before proceeding.

For purposes of this request, Public Records means all public records as defined by 1 M.R.S.A. § 402(3), (3-A), as well as all documents, applications, permits, findings, decisions, letters, memoranda, notes, minutes, e-mail, reports, drafts, photographs, sketches, drawings, and maps produced, received, in the possession or control of _____ whether kept as hard copy or saved in electronic format. Further, _____ includes its boards, councils, commissions, divisions, and all officers, members, staff, employees, consultants and contractors thereof.

Please provide the records in [format requested, e.g. electronic] and email the records to me at _____.

Please note that if you deny this request you must do so within 5 working days, pursuant to 1 M.R.S. § 408-A(4). Thank you for your assistance.

Very truly yours,

cc: