**{{ department\_contact\_name }}**

**{{ department\_address1 }}**

**{{ department\_address2 }}**

**{{ department\_name }}**

Re: Public Records Request

Dear {{ department\_contact\_name }},

Pursuant to the Ohio Public Records statute, Ohio Rev. Code §149.43, this letter serves as a request for documents retained by **{{ department\_name }}**. In particular, please prepare and make available {% if copy\_files is sameas false %}for inspection{% else %}to obtain copies of{% endif %} all files, documents, notes, audio and visual materials, digital and electronic information or other records of **{{ department\_name }}**, including drafts and work papers (collectively referred to as "documents"), including but not limited to all documents relating to:

**{{ request\_description }}**

If there are any fees for searching or copying these records, please inform me if the cost will exceed {{ nte\_cost }}. {% if waive\_fees is sameas true %}However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public’s understanding of the issue.{% endif %}This information is not being sought for commercial purposes. {% if request\_goals is defined %}{{ request\_goals }}{% endif %}

I would request a prompt response to this request. {% if date\_needed is defined %} If feasible, I would like the information by {{ date\_needed }}.{% endif %} If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect the fulfillment of the request. If any of the following requests prove to be unduly burdensome, then please contact me at **{{ phone\_number }}** so that we may evaluate whether it is appropriate to limit or narrow the scope of these requests.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

{{ requester\_name }}