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|  | Howard Center for Investigative Journalism  Philip Merrill College of Journalism  3100 Knight Hall  College Park, Maryland 20742-8227  Twitter: @HowardCenterUMD |

[Today’s date]

[Custodian Name]

[Custodian Street Address]

[Custodian City, State, ZIP Code]

Dear [Custodian],

[Letter Text]

Sincerely,

[Your name]

Data reporter

Howard Center for Investigative Journalism

C/O Data Editor Sean Mussenden

3100F Knight Hall

College Park, MD 20742

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Email: [Your email address]