|  |  |
| --- | --- |
|  | 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 of records]**:

Under the **Alabama Open Records Law § 36-12-40** **et seq.**, I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond.  Be as specific as your knowledge of the available records will allow. But it is more important to describe the information you are seeking.]**

If there are any fees for searching or copying these records, please inform me if the cost will exceed $\_\_\_\_\_\_.  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 \_\_\_\_\_\_\_\_\_\_\_ **[Here, you can identify yourself as a representative of the news media if applicable and state that your request is related to news gathering purposes.]**This information is not being sought for commercial purposes.

The statute requires a response in a reasonable time period.  If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.

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,

**[Your Name]**

**[Your Phone number]**

Sincerely,

[Your name]

Data reporter

Howard Center for Investigative Journalism

C/O Data Editor Sean Mussenden

3100F Knight Hall

College Park, MD 20742

Phone: [Your phone number XXX-XXX-XXXX]

Email: [Your email address]