

To Whom it May Concern:

Please consider this a formal request pursuant to the Access to Public Records Act, R.I.G.L. §38-2-1 et seq.

I am writing to request copies of the following records: [Be as specific as possible and, particularly if it is a large request, include a time frame for the records you are requesting].

If possible, I prefer to receive these documents via (*mail, e-mail, fax*) at (*contact information*). I am willing to pay reasonable costs for the records in accordance with the Act.

OPTIONAL: I request a reduction or waiver of any fees because I believe the records I have requested are in the public interest.

OPTIONAL: Please provide me with an estimated list of fees if it is expected to exceed (dollar amount).

Please contact me if you have any questions or concerns about this request. As provided by APRA, I look forward to receiving the records within ten business days.

Thank you for your time and attention to this matter.

Sincerely,

Name

Address and telephone number (optional)