Request for Public Records

Use when: you are requesting documents from a government agency.

[Date]

[Records Custodian or Agency Name]
[Agency Address or Email]

Re: Public Records Request

Under [State public records law], I request copies of the following records:

[Describe the records clearly, including subject, date range, and any names or file numbers.]

I prefer to receive the records in [electronic / paper] format.

If any fees will exceed [Dollar Amount], please notify me before proceeding. If any portion is withheld, please cite the specific exemption.

Thank you.

[Your Name]
[Your Address]
[Your Email or Phone]

Review and edit this draft before sending. This sample is not legal advice.