

(Your Name)
(Your Address)
(Your Email Address)
(Your Telephone Number)

(Date)

(Recipient's Name)
(Recipient's Address)

Via email: (Recipient's Email Address)

Dear (Name):

Pursuant to the Georgia Open Records Law (O.C.G.A. 50-18-70 et seq.) (the "Law"), you are hereby requested to make available for review and copying, the following:

- (Documents or information you are seeking)

If this request is denied in whole or in part, you are required by O.C.G.A. 50-18-72(h) to cite in writing the specific statutory exemption upon which you have relied, as required by law. I also ask that you release all separate portions of otherwise exempt material. Please waive any costs associated with this request, or first inform me about such costs as required by Georgia law. If this information is available electronically, please respond via email to (Your Email Address).

As you know, the Law requires a response by you within three business days of your receipt of this letter and provides sanctions for non-compliance. Please contact me with any questions.

Sincerely,

(Your Name)