

Date

Re: Request for Disclosure of Public Information and Records
(Revised Code of Washington 42.17.250 et seq.)

Dear :

Your office maintains public records pertaining to

Pursuant to Washington state's Public Records Law (RCW 42.17.250 et seq.), I am submitting to you a public records request for a copy of the following information and records. (If the information is available on a website, please inform me in writing of the location of that information.)

[Insert requested information.]

The information requested may be delivered to

In the event that you determine that all or some portion of the requested documents or pieces of information is exempt from release, please send me written notification of such action and identify any exemption(s) that is invoked. I further request the release of any portion of the documents or pieces of information that is not exempt.

I would like to thank you in advance for your assistance. If you have any questions regarding this public records request, please contact me at _____.

Sincerely,