

VIA FAX and MAIL

Date

Address of recipient

RE: *Open Records Request*

Dear _____:

Please accept this letter as a formal open records request for information relating to _____

Pursuant to the Georgia Open Records Act, O.C.G.A. Sections 50-18-70 through 50-18-76, and by way of this letter, I am requesting all documents, records, correspondence and other materials, electronic or otherwise, relevant to _____.

By law, you are required to respond to this request within three days of receipt. O.C.G.A. § 50-18-70(f).

If any information is withheld, please identify such information, the substance of such information, and the grounds for withholding such information. My consent to such deletion at this time in no way waives my right to appeal any determination that may be made concerning the applicability of any exemptions under the Georgia Open Records Act.

Thank you very much for your assistance and attention to this request. If you have any questions concerning the foregoing, or if you require further information, please direct all communications to me at you@email or by phone at XXX-XXX-XXXX.

Sincerely,

Your Name
Phone Number
Address