***[Your Name]***

***[Street Address]***

***[City, ST ZIP Code]***

***[Date]***

***[Name of Custodian of Records]***

***[Title]***

***[Company Name]***

***[Street Address]***

***[City, ST ZIP Code]***

Dear ***[custodian of records]***:

Pursuant to the Maine Freedom of Access Act, (1 M. R.S. A. § 401 et seq.) I respectfully request access to ***[insert a specific, detailed description of the material you would like to request]***. I believe these records are in the custody of ***[try to identify the specific office/department/ bureau where record(s) is/are located]***. A public record includes publicly funded gmail accounts, chat messages, text messages, and all other forms of records defined by 1 M. R.S. A. § 401 et seq.

I am willing to pay all lawful and reasonable costs associated with this request. Please notify me in advance if the cost will exceed $***\_\_\_\_\_\_***.  However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public’s understanding of ***\_\_\_\_\_\_\_\_\_\_\_ [Here, you can identify yourself as a representative of the news media if applicable and state that your request is related to news gathering purposes.]***  This information is not being sought for commercial purposes.

If you intend to deny this request, I will expect to hear from you within the five business days mandated by law.  Also, if you expect a significant delay in responding to this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

Thank you for considering my request.

Sincerely,

***[Your Name]***

***[Your Phone number]***