

My Name
My Street Address
My City, NM ZIP CODE

September 25, 2013

Name Of Records Custodian
Job Title (Or: Records Custodian)
Name Of Public Body
Street Address
City, NM ZIP Code

Via email: email address

Dear Mr. / Ms. Last Name:

I'm writing today to ask for your help in accessing some public records. Pursuant to the Inspection of Public Records Act, I would like to inspect and/or copy the following public records:

Any and all records related to subject matter / dates.

This includes, but is not limited to, any email correspondence on city computers and devices or on personal e-mail accounts and devices. If no dates are specified above, this request also includes any relevant records that may be created between now and when this request is completely fulfilled.

If these records are held electronically, I would like to receive them in electronic format, as the law requires. Please send them via email to my email address. If the files are too big to email, please copy them to a blank CD or DVD; if it's easier, I can bring in a USB drive.

If the records are not available electronically, please let me know when they will be available for inspection and/or copying.

If you deny any part of this request, please let me know why you're withholding the records by citing specific exceptions to IPRA. If a document contains some protected information I trust you will appropriately redact the protected information before producing the document. If you do redact the documents, please explain why and cite the exception that allows it.

Thank you for your prompt attention to this matter. Please don't hesitate to call or email me if you have any questions.

Sincerely,

Your Name
Your Job Title / Position
Your News Organization