[Date]

[Public body name]

[Public body address]

[Public body city, state, zip]

**RE: ANNUAL REQUEST FOR MEETING NOTICE**

Dear \_\_\_\_\_\_\_\_\_\_\_:

This is an annual request for meeting notices under the Illinois Open Meetings Act, 5 ILCS 120 *et seq.* (“OMA”). Specifically, I am requesting that your office:

“supply copies of the notice of its regular meetings, and of the notice of any special, emergency, rescheduled or reconvened meeting, to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, emergency, rescheduled or reconvened meetings in the same manner as is given to members of the body provided such news medium has given the public body an address or telephone number within the territorial jurisdiction of the public body at which such notice may be given.”

5 ILCS 120/2.02(b)

Additionally, if a change is made in the regular meeting dates, I ask that this newspaper be supplied with a notice of such change pursuant to section 2.03 of the OMA.

Sincerely,

[Your Name]

[Newspaper Name]

[Newspaper Address]

[Newspaper city, state, zip]

[Telephone number]