

[YOUR NAME]
[YOUR STREET ADDRESS]
[YOUR CITY, STATE ZIP]

[DATE]

[HEAD OF AGENCY]
[PERSON'S TITLE]
[AGENCY NAME]
[STREET ADDRESS]
[CITY, STATE ZIP]

Dear [PERSON'S TITLE] [PERSON'S LAST NAME]:

This is a request under the Illinois Freedom of Information Act.

I wish to obtain copies of the following:

- a brief description of [AGENCY NAME], as provided by Section 4(a) of the FOIA;
- a brief description of the methods whereby the public may request information and public records, a directory designating by titles and addresses those employees to whom requests for public records should be directed, and any fees allowable under Section 6 of the FOIA, as provided by Section 4(b) of the FOIA;
- a current list of all types or categories of public records under [AGENCY NAME]'s control, as provided by Section 5 of the FOIA;
- and a description of the manner in which public records stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format, as provided by Section 5 of the FOIA.

Please make copies of all documents covered by my request and mail them to me. If, however, the copying charges will exceed Five Dollars (\$5) [OR WHATEVER AMOUNT], please contact me and we can discuss limiting my request or my visiting your office to inspect the documents before they are copied.

Sincerely,

[YOUR NAME]