Dear Records Supervisor:

Pursuant to the state public records law, please accept this letter as my public record request to [ENITTY] for the following information. For each and all of the following requests, we seek the disclosure of all records prepared, maintained, received, collected or transmitted by your agency. For each and all of the following requests, the terms “records” and “documents” include any records or documents in electronic or written form, any videotapes, audio tapes, or still photographs, any emails (including all attachments and history), and any web searches (including search history).

1. [TOPIC 1];
2. [TOPIC 2];
3. [TOPIC 3];
4. [TOPIC 4].

Please note that the state public records law requires agencies to respond to requests for public records in a timely manner. Moreover, any ambiguities in a public records request must be construed broadly to promote the purpose of the public records law. If you choose to deny this request, please provide a written explanation for the denial, including reference to the legal authority for that specific denial.

If they are available, we would prefer to receive any responsive records in electronic format. Also, please call me if you have questions about the scope of this request.