

SAMPLE FOIA REQUEST

[Date]

To: Eric Greene, FOIA coordinator
450 North Ave.
Battle Creek, MI, 49017

From: [Your first and last name, plus address and telephone number]

Re: [Subject of request]

Dear Mr. Greene,

Under provisions of the Michigan Freedom of Information Act, I am requesting copies of or access to inspect the following:

[Insert specific, detailed description of the information you are seeking, including document titles when possible.]

This information is not being sought for commercial purposes. If you determine that some of the requested information is exempt from disclosure, please explain what is being withheld and cite the exemption under FOIA. I understand that Kellogg Community College may charge me fees in accordance with state law. If fees to comply with this request exceed \$[insert dollar figure], please contact me prior to fulfilling the request.

As provided under FOIA, I anticipate my request being filled within five business days of receipt of this letter. If access to the records I am requesting will take longer than five business days, 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 first and last name]