

SAMPLE FOIA REQUEST FORM

[DATE]

FOIA Coordinator
Goodrich Area Schools
8029 Gale Road
Goodrich, MI 48438

RE: Freedom of Information Act Request

I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 et seq., *[to inspect][to copy][to obtain copies of]* the following public records:

[INSERT DESCRIPTION OF RECORDS SOUGHT – BE SPECIFIC AND INCLUDE DATES OF THE RECORDS IF POSSIBLE]

[INSERT METHOD OF DELIVERY OF SUCH RECORDS-i.e. ELECTRONIC, PAPER, ETC.]

Sincerely,

[REQUESTOR FULL NAME]

[REQUESTOR COMPLETE ADDRESS]

[REQUESTOR EMAIL]

[REQUESTOR PHONE NUMBER]