

# Sample TEXAS PUBLIC INFORMATION ACT Request Letter

**Your Name**

**Return Address**

**Tele. No. (business hours)**

**Date**

**<Name of government agency>**

**<Address of government agency>**

Dear Officer for Public Records:

This request is made under the Texas Public Information Act, Chapter 552, Texas Government Code, which guarantees the public's access to information in the custody of governmental agencies. I respectfully request **<copies of, access to>** the following information:

**<List here as specifically as possible the information you are seeking: documents, letters, memoranda, reports etc. If you know the dates, report numbers, titles or even the specific governmental subdivision that produced the information, list it.>**

**<Optional, when time is a factor.>** In the interest of expediency, and to minimize the research and/or duplication burden on your staff, I would be pleased to personally examine the relevant records if you would grant me immediate access to the requested material. Additionally, and since time is a factor, please communicate with me by telephone rather than by mail. My telephone number is: **<insert telephone number.>**

**<If applicable add.>** Disclosure of this information is in the public interest because providing a copy of the information primarily benefits the general public. I therefore request a waiver of all fees and charges pursuant to Section 552.267 of the act.

I shall look forward to hearing from you promptly, as specified in the law. Thank you for your cooperation.

Sincerely,

**<signature>**