

[DATE]

FROM: Name  
Address  
City, State Zip

TO: Recipient  
Address  
City, State Zip

RE: [LIST BRIEF SYNOPSIS OF WHAT YOU ARE REQUESTING]

---

Dear Sir or Madam:

Pursuant to 5 ILCS § 140 et seq. (Illinois Freedom of Information Act), please produce the following records, as outlined below:

[SPECIFY WHAT YOU ARE REQUESTING HERE]

[BULLET POINT REQUESTS ARE OFTEN HELPFUL]

Pursuant to the Illinois Freedom of Information Act, you have five (5) business days to respond to this request or provide a reason for the agency's inability to do so. To expedite your response, we kindly ask that any items be provided in an electronic format, if practicable. This request is made for a non-commercial purpose.

Very truly yours,

Name of Requester  
Date Submitted  
Submitted via: [e-mail / USPS / Facsimile / Digital upload]  
(choose one)