

[Date]

To: Custodian of Records [Name of Agency/Department] [Address]

RE: Missouri Sunshine Law Request

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

I request that you make available to me the following records: [Describe the records as specifically as possible. Include names, dates, departments, or specific subject matter to ensure an accurate search.]

I request that the records responsive to my request be copied and sent to me at the following address / email address: [Your Address or Email].

I believe this request serves the public interest and is not just for personal or commercial interest. The information I obtain through this request will be used to [explain how the information will be used to promote transparency, public safety, or accountability]. Therefore, I request that all fees for locating and copying the records be waived.

Please let me know in advance of any search or copying if the fees will exceed \$[Insert Amount].

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records. If any part of my request is denied, please provide a written statement detailing the specific statutory exemption you are relying on for the closure.

Thank you,

[Your Name]

[Your Phone Number/Email]