**ATTACHMENT A**

**SAMPLE FOIA REQUEST FORM**

[date]

[FOIA COORDINATOR NAME]

[FOIA COORDINATOR ADDRESS]

***Re: Freedom of Information Act Request***

Dear FOIA Coordinator:

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*]

**OPTIONAL:** Please provide a copy of the requested public records on [*INSERT DESCRIPTION OF DESIRED NON-PAPER PHYSICAL MEDIUM, SUCH AS CD, FLASHDRIVE*].

**OPTIONAL**: Please waive or reduce the fee to search for or furnish copies of the requested public records on grounds that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.

**OPTIONAL**: Please furnished the requested records without charge for the first $20.00 of the fee because (A) I am receiving public assistance [*INSERT SPECIFIC DESCRIPTION*] or am unable to pay the fee because of indigence; (B) I am not making this request in conjunction with outside parties in exchange for payment or other remuneration; and (C) I have not previously received discounted copies of public records from the [*PUBLIC BODY*] twice during this same calendar year.

**OPTIONAL:** Please furnished the requested records without charge for the first $20.00 of the fee because (A) this request is made directly on behalf of a nonprofit corporation formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, or on behalf of its clients; (B) this request is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and(C) this request is accompanied by documentation of designation by the state.

**OPTIONAL:** I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 *et seq*. to subscribe for up to six months to the following future issuances of public records created, issued, or disseminated by [PUBLIC BODY] *on a regular basis:* [INSERT SPECIFIC DESCRIPTION].

Please contact me if you have any questions.

Sincerely,

[REQUESTOR NAME]

[REQUESTOR ADDRESS]

[REQUESTOR EMAIL]

[REQUESTOR PHONE NUMBER]