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**Date:** \_\_\_\_\_

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Re: Request Pursuant to Freedom of Information Law

Dear Custodian of Records:

This request for information is being made pursuant to Alabama Open Records Law § 36-12-40 et seq.

I wish to inspect and obtain copies of the following records:

\_\_\_\_\_

The search for the records can be limited to the following date range: \_\_\_\_\_ to

\_\_\_\_\_.

I have attached the following documents or items to aid you in your search for records:

\_\_\_\_\_

Please also be advised of the following additional information, which may assist the search:

\_\_\_\_\_

I request that the documents be made available to me at no charge, as I am a journalist

or reporter seeking information for news-gathering purposes. The information is not being sought for commercial purposes.

Regardless, please provide me with a specific charge list for any non-waived fees. If the fees will exceed \$2 (two US dollars), please inform me before providing the records, as I do not wish to spend more than this amount. If it is possible to review the documents before they are copied, I request the opportunity to do so, to further limit my fees.

I appreciate your assistance. If any further details are needed, please feel free to contact me at the phone number or email address listed above.

Sincerely,

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