

[Date]

Dawn Saul, Communications/Media Relations
Davenport Community Schools
1606 Brady Street
Davenport, IA 52803

Dear Ms. Saul:

Under the Iowa Open Records Law § 22.1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as specific as your knowledge of the available records will allow. But it is more important to describe the information you are seeking.]**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$_____. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of _____. **[Here, you can identify yourself as a representative of the news media if applicable and state that your request is related to news gathering purposes.]** This information is not being sought for commercial purposes.

The Iowa Open Records Law requires a response time within ten to twenty business days. If access to the records I am requesting will take longer than that time period, please contact me with information about when I might expect copies or the ability to inspect the requested records.

Thank you for considering my request.

Sincerely,

Please supply your name, address and phone number