

## Freedom of Information Act Request Letter

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

To: Rachel Hill, City Clerk  
City of Nokomis  
22 South Cedar St  
Nokomis IL 62075

Re: Freedom of Information Act Request

This is a request under the Freedom of Information Act.

I request that a copy of the following documents [or documents containing the following information] be provided to me: [identify the documents or information as specifically as possible].

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of request: \_\_\_\_\_

\_\_\_\_\_

**I am willing to pay fees for this request, as the cost is \$.15 cents per page after the first 50 pages. \$1.00 for each certified copy request. \$.10 cents for each audio recording. The City has five (5) business days to respond to each FOIA request.**

Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest.

Thank you for your consideration of this request.

Sincerely,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Email address if requesting to be emailed: \_\_\_\_\_