

Sample Written Request for Information *

A requestor submitting an inquiry via electronic mail or facsimile must send the request to a governmental body's officer for public information or the person designated by that officer in order to trigger the requirements of the Texas Public Information Act.

Date

John P. Danner
Public Information Officer
The University of Texas at San Antonio
One UTSA Circle
San Antonio, Texas 78249-0707

Requestor Name
Address
Phone

Dear Mr. Danner:

Under the Texas Public Information Act, Chapter 552 of the Government Code, I request access to or copies of _____.

[A requestor should specify as clearly as possible the particular information sought. The request should be specific enough to allow the governmental body to identify what documents you seek. This may include the name of the document, or the type of information. You may also request that information in a particular form, for example, a paper copy or on a computer disk. It is suggested that the requestor also specify the time period for which broad categories of information is sought.]

I am available to view the documents on the following dates and times: _____.

Please provide the information to me at _____.

Sincerely,

Requestor Name

**This form is being provided to potential requestors as a helpful guide for composing an effective request for public information. Requestors should not consider this form to be mandatory.*