DATE:

TO: Mr. Jeff Mount, Superintendent

    Mason County Central Schools FOIA Coordinator

RE: Request for information

Dear Mr. Mount:

Under provisions of the Michigan Freedom of Information Act (MCLA 15.231 et seq; MSA 4.1801

(1) et seq) I am requesting (Insert specific, detailed description of information you are seeking):

_____

_____

_____

I am requesting that the information be provided through: (copies of, or access to, electronic, etc):

_____

If you determine that some of the requested information is exempt from disclosure, please detail

what is being withheld and cite the exemption under FOIA.

If fees to comply with this request exceed $_____, please contact me at (list phone number).
_____

As provided under FOIA, I would anticipate my request being filled within five working days of

receipt of this letter.

Sincerely,

_____

(Your name)
_____

(Your address)
_____