

Date

Vance E. Oakes, Borough Manager
Borough of Grove City
Open Records Request
123 W. Main Street
PO Box 110
Grove City, PA 16127

Dear Mr. Oakes:

Please consider this an official written request for information from the **[name of agency]**. I would like to examine and inspect **[and/or obtain copies or extracts of]** the following documents:

[List individually the documents you wish to examine, inspect or copy. Be as specific as possible.]

I believe the above documents constitute public records pursuant to Pennsylvania's Right to Know Law, 65 P.S. §§ 66.1 et seq. You may contact me at **[address and telephone number]** regarding arrangements for the disclosure of the information.

If you decide to refuse this request, please provide me with a written statement of the reasons for denial. If your denial is based upon a statute, regulation or court decision, please cite that law or case, including the specific section or sections you rely upon, in your written response.

I look forward to the Borough of Grove City making this information available to me within 5 business days.

Sincerely,

[Your Name]
[Address]