

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

Matthew Gibb, FOIA Coordinator  
LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY  
118 n. Broadway St  
Lake Orion MI 48362

Dear Mr. Gibb:

Under the **Michigan Freedom of Information Act § 15.231 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 \_\_\_\_\_. I have reviewed the policy for such a waiver believe this request is eligible for the following reasons:

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This information is not being sought for commercial purposes.

The Michigan Freedom of Information Act requires a response to this request within five days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Phone number]