[Date]

*Agency Head (or PRA Officer)*

*Name of agency*

*Address of Agency*

*City, State, Zip Code*

Subject Line: Re: request for public records---*put the subject of the request records here.*

 I am writing to request copies of the following public records, pursuant to the Washington Public Records Act, Chapter 42.56 RCW. If no documents exist in response to a particular request, please indicate so in writing. I request that you send responsive documents in \_\_\_\_\_format (either paper or electronic copies) as soon as they become available.

1. *Specify the documents you are requesting here with specificity.*
2. *You can list additional categories, search terms, etc. in a list format.*

If your agency withholds any of the requested documents under one or more of the Act’s exemptions, it must cite the relevant exemption and explain how it applies to the withheld records. RCW 42.56.210(3). Further, please note that the County must conduct a sufficient search for the requested records and the search must be reasonably calculated to uncover all relevant documents. Neighborhood Alliance v. Spokane County, 172 Wn.2d 702, 261 P.3d 119 (2011).

Please contact me if you have any questions at (your phone number here) or (your email address here).

Sincerely,

[Your Name Here]