

**Matt Hayes (Freedom of Information Act Officer)**

**Steward Elementary School District #220**

**602 Main Street, PO Box 76**

**Steward, IL 60553**

Re: Illinois Freedom of Information Act Request

Dear \_\_\_\_\_:

Under the **Illinois Freedom of Information Act, 5 ILCS 140**, 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.]**

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6. [Option:] I am willing to pay fees for this request up to a maximum of \$\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first. [Option:] However the law allows you to impose a waiver or reduction of fees when information is sought in the public interest, as is the case for this request. **[Here, you can identify yourself as a representative of the news media if applicable and state that your request is related to news gathering purposes. Include a specific explanation of why your request is in the public interest.]**

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). Thank you for considering and responding to this request.

Sincerely,

**Name**

**Address**

**City, State, Zip Code**

**[Optional:] Telephone number and e-mail**