

[Submitter's Name]
[Street Address]
[City, State ZIP Code]

[Today's Date]

Emily Shockley
Public Information Officer
Mesa County Valley School District 51
2115 Grand Ave.
Grand Junction, CO 81501

Dear Mrs. Shockley:

Under the Colorado Open Records Law § 24-72-201 et seq., I am requesting an opportunity to inspect or obtain copies of public records regarding [Type and nature of records open to public inspection which you would like to see. Please be as specific as possible.]

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$____. As a member of the press, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest. However, I understand the district reserves the right to charge \$30 per hour for staff work after the first hour of work spent responding to the request above, plus 25 cents per page for copies in excess of 25 copies. This information is not being sought for commercial purposes.

If access to the records I am requesting will take longer than three working days, 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 include in your response which specific reason(s) for refusal.

Thank you for considering my request.

Sincerely,

[Submitter's Name]
[Submitter's Phone number]