

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

[Date]

Vice President for Administrative Services
FOIA Coordinator
Montcalm Community College
2800 College Drive
Sidney, MI 48885

Dear ~~[custodian of records]~~ FOIA Coordinator:

Under the Michigan Freedom of Information Act § 15.231 et seq., I am requesting an opportunity to inspect or obtain copies of the following 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.]*

[] Even if the documents requested are available on the College's website, I am requesting that they still be made available to me in the format requested above.

[] I consent to the College using overtime wages, if applicable, in calculating any labor costs associated with responding to my request.

[] I consent to a non-statutory extension of time, meaning more than the allowed 10 day extension, and agree that the College may provide its response on or before [date] _____.

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]

[Your e-mail address if you are requesting transmission for our response by e-mail]