

[YOUR TOWNSHIP / CITY / VILLAGE]

[Mailing Address] · [City, MI ZIP] · [Phone] · [Website]

FOIA Coordinator: [Name] · [Email]

[Date]

[Requester Name]

[Requester Address Line 1]

[Requester City, State ZIP]

Re: Acknowledgment of FOIA Request — [Reference No. e.g. FOIA-2026-0042]

Dear [Requester Name],

This letter acknowledges receipt of your request for public records under the Michigan Freedom of Information Act, MCL 15.231 et seq., received by our office on [Date Received].

Your request has been assigned reference number [Reference No.]. Please cite this number in any future correspondence.

Under MCL 15.235(2), our office is required to respond to your request within 5 business days of receipt. You may expect a final response on or before [Response Deadline].

[Optional, if a fee is anticipated]: Based on a preliminary review, we estimate the cost to fulfill your request at \$[Amount]. Pursuant to MCL 15.234(8), we may require a good-faith deposit of up to 50% of the estimated fee before processing. A separate fee estimate will follow.

If you have any questions about your request, please contact our office at the address or phone number above. Thank you for your interest in the work of [Your Township / City / Village].

Sincerely,

[FOIA Coordinator Name]

[Title]

[Your Township / City / Village]