

# [YOUR TOWNSHIP / CITY / VILLAGE]

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

FOIA Coordinator: [Name] · [Email]

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[Date]

[Requester Name]

[Requester Address Line 1]

[Requester City, State ZIP]

## Re: Response to FOIA Appeal — [Reference No.]

Dear [Requester Name],

This letter responds to your written appeal received on [Appeal Receipt Date], which contests the [denial / partial denial / fee] decision issued on [Original Response Date] regarding your public records request [Reference No.].

### Decision on appeal

As the head of [Your Township / City / Village], I have reviewed your appeal and the underlying response. I am [reversing / partially reversing / upholding] the original decision for the reasons set forth below.

#### BASIS FOR DECISION

[If reversing]: After reconsideration, the previously withheld record(s) [or specific portions] do not fall within the exemption originally cited. The records are enclosed.

[If upholding]: The exemption originally cited under MCL 15.243(1)([a-m]) applies to the withheld record(s) because [specific factual basis]. The original decision is upheld.

### Your right to judicial review

If you are not satisfied with this appeal decision, you may seek judicial review by commencing an action in the Circuit Court for the county in which the public record or an office of the public body is located, pursuant to MCL 15.240(1)(b). Such action must be commenced within 180 days of the date of this decision.

If a court determines that this public body wrongfully denied your request, the court may award reasonable attorney's fees and disbursements as provided in MCL 15.240(6).

Sincerely,

**[FOIA Coordinator Name]**

[Title]

[Your Township / City / Village]