

[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: FOIA Response — Denial / Partial Denial — [Reference No.]

Dear [Requester Name],

This letter responds to your public records request received on [Date Received] under the Michigan Freedom of Information Act, MCL 15.231 et seq.

[Your Township / City / Village] is DENYING your request [in full / in part] for the reasons explained below.

STATUTORY BASIS FOR DENIAL

The withheld record(s) are exempt from disclosure under one or more of the following provisions of MCL 15.243(1):

- [Citation, e.g. MCL 15.243(1)(a)] — [Brief description, e.g. Information of a personal nature where the public disclosure would constitute a clearly unwarranted invasion of an individual's privacy].
- [Additional citations, if applicable]

[If partial denial]: The non-exempt portions of the requested records are enclosed. The exempt portions have been redacted in accordance with MCL 15.244(1).

[Brief, factual description of why the cited exemption(s) apply to the specific records or content withheld. Avoid generic language; tie the exemption to the actual material being withheld.]

Your right to appeal

You have the right to submit a written appeal of this denial to the head of [Your Township / City / Village] under MCL 15.240(1)(a). Your appeal must:

- Be in writing
- State the word "appeal" in the document or subject line
- Identify the reason or reasons for reversal of the disclosure denial
- Be received by our office within 180 days of this notice

The head of the public body must respond to your appeal in writing within 10 business days. If your appeal is denied, you have a further right to seek judicial review by commencing an action in [appropriate Circuit Court] within 180 days of the appeal denial pursuant to MCL 15.240(1)(b).

Sincerely,

[FOIA Coordinator Name]

[Title]

[Your Township / City / Village]