

[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 — 10-Business-Day Extension — [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.

Pursuant to MCL 15.235(2)(d), [Your Township / City / Village] is exercising the 10-business-day extension permitted by statute. Your new response deadline is [Extended Deadline].

JUSTIFICATION FOR EXTENSION

[Specific, factual reason. Examples: "Request requires search of archived records older than 5 years and consultation with multiple departments." · "Volume of responsive records (estimated [N] pages) requires individual review for exemption-bearing content." · "Records are held by a third party from whom retrieval is required."]

We will respond substantively to your request on or before [Extended Deadline]. If you have any questions or wish to narrow the scope of your request to expedite processing, please contact our office.

You retain the right to appeal this extension or any subsequent decision under MCL 15.240.

Sincerely,

[FOIA Coordinator Name]

[Title]

[Your Township / City / Village]