

[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 — [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 GRANTING your request in full. The responsive records are enclosed (or attached digitally as indicated below).

RECORDS PRODUCED

- [Record description 1] — [N pages]
- [Record description 2] — [N pages]
- [Record description 3] — [N pages]

Total: [N] documents · [N] pages

[Optional, if redactions were applied]: Certain records have been redacted to remove information exempt under MCL 15.243(1). The redacted portions are clearly marked. The applicable exemption(s) are: [list, e.g. MCL 15.243(1)(a) personal information of a private nature].

[Optional, if fees were charged]: A fee of \$[Amount] has been assessed for processing this request. Please remit payment to the address above within 30 days. An itemized fee estimate is enclosed separately.

You have the right to appeal any decision in this response by submitting a written appeal to the head of [Your Township / City / Village] within 180 days, pursuant to MCL 15.240. Appeals must state the words "appeal" and identify the reason for the appeal.

Sincerely,

[FOIA Coordinator Name]

[Title]

[Your Township / City / Village]