

Your letterhead

DATE _____

Freedom of Information Act Officer
Illinois Finance Authority
180 N. Stetson Ave., Ste. 2555
Chicago, IL 60601

Re: Illinois Freedom of Information Act Request

Dear _____:

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS140.

I request that a copy of the following documents **[or documents containing the following information]** be provided to me: **[be as specific as you can in identifying the documents or information you are seeking]**.

[Option:] I would like to inspect these records in person.

[Option:] I would like to obtain copies of these records.

[If you request copies of the records, you should consider adding the following text:]

I understand that the Act permits a public body to charge a reasonable copying fee (5 ILCS 140/6) and that the Illinois Finance Authority charges \$0.10 per page. Please deliver the documents via **[mail, fax, e-mail, delivery service, pickup, other – please describe]**.

[Option:] I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first. **[If a delivery service - for example FedEx, UPS or a messenger service - is designated, the cost of the delivery service will be the responsibility of the requestor. Please arrange for such services with the FOI Officer.]**

I look forward to hearing from you in writing within seven working days from the date the Illinois Finance Authority receives this request, as required by the Act. 5 ILCS 140(3).

Sincerely,

Name
Address
City, State, Zip Code
Telephone number and e-mail