

Date _____

TO: City Clerk's Office
City of Milford
Milford, Delaware 19963

Under the Freedom of Information Act, I am requesting copies of the following record(s):

I understand a cost will be assessed to cover all searching and copying expenses. Unless the fee exceeds \$_____, you may bill me at the time the documents are sent. Otherwise, I agree to pay in advance.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of any appeal procedures available to me under the law.

If you have any questions, please feel free to contact me at:

_____ (office phone)

or

_____ (home or cell phone).

Sincerely,

Signature:

Name:

Address: