

FOIA REQUEST LETTER

Village Clerk
Village of Cobden
P O Box 218
112 East Maple Street
Cobden, IL 62920

Re: Illinois Freedom of Information Act

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

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.)

_____.

(Initial the following options that you choose.)

_____ I would like to inspect these records in person

_____ I would like to obtain copies of these records.

_____ I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 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.

_____ I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the Village and is not primarily in my commercial interest. (Include a **specific** explanation of why your request is in the public interest.)

Requested by:

Printed Name

Street or Mailing Address

City, State, Zip

Date

Signature