

# **PUBLIC RECORDS APPEAL LETTER TEMPLATE**

*Use this when your records request is denied, delayed, or incomplete. This version includes respectful tone and legally grounded language.*

## **Date**

### **[Your Name]**

[Your Address]

[City, State, Zip Code]

## **To:**

[Records Custodian or Agency Contact Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

**Subject:** Appeal of Public Records Request Denial / Incomplete Response

Dear [Records Custodian or Agency Contact],

I am writing to formally appeal the denial (or incomplete response) of my public records request submitted on [date], regarding [brief description of the records requested].

On [date], I received a response stating that [summarize the denial or issue—e.g., “the records were exempt,” “the request was too broad,” or “only partial records were provided”]. I respectfully disagree with this determination and request that your agency reconsider its decision.

Under [cite your state's public records law—e.g., Florida's Chapter 119 or Georgia's Open Records Act], I believe the requested records should be made available because [brief explanation—e.g., “they are not exempt under the statute,” “they are held by your agency,” or “the public interest in disclosure outweighs any claimed exemption”].

I request a written response to this appeal within the timeframe required by law. If you continue to withhold the records, please provide the specific legal exemption relied upon and the name and title of the person responsible for the denial, as required by statute.

Thank you for your attention to this matter. I remain committed to transparency and respectful dialogue.

Sincerely,

[Your Name]

[Phone Number]

[Email]