

[SCHOOL DISTRICT LETTERHEAD]

[Date]

[Name]

[Company]

[Address]

[City, State Zip Code]

RE: Request for Public Records Dated _____

Dear _____:

Your request for public records dated _____ for _____ *[summarize request]* was received on _____, 20____. The _____ School District is unable to process your request within the statutory three (3) working days. A longer period of time is required to locate, retrieve, review, and/or duplicate the records. Your patience in this matter is appreciated. We will respond to your request in writing within 10 working days.

Sincerely,

[Name]

[Title]