

CHEROKEE COUNTY, SC FOIA REQUEST LETTER

Cherokee County

Attn: \_\_\_\_\_ (Department if known)

110 Railroad Av  
Gaffney, SC 29340

Re: Freedom of Information Act Request

Dear \_\_\_\_\_:

This is a request under the Freedom of Information Act. I hereby request copies of the following records [all records containing the following information]: [IDENTIFY RECORDS OR INFORMATION]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[ATTACH SUPPORTING DOCUMENTS]

As the FOIA requires, please release all reasonably nonexempt portions of documents. [INCLUDE ARGUMENTS FOR RELEASE, IF APPLICABLE.]

In order to help to determine my status to assess fees, you should know that I am: [INSERT REQUESTER DESCRIPTION, for example:

- an individual seeking information for personal use and not for commercial use.
- a representative of the news media affiliated with the \_\_\_\_\_ newspaper/magazine/television station/Web site/etc., and this request is made as part of news gathering activity and not for commercial use.
- affiliated with an educational or noncommercial scientific institution and this request is made for a scholarly or scientific purpose and not for commercial use.
- affiliated with \_\_\_\_\_ corporation and seeking information for the company's business.]

I am willing to pay fees for this request up to a maximum of \$\_\_\_\_\_. (\$5.00 minimum is required \*please see ordinance) If you estimate that the fees will exceed this limit, please inform me before processing my request.

If you have any questions regarding this request, please contact me at \_\_\_\_\_ [PHONE and/or E-MAIL]. I look forward to receiving your response within the twenty day statutory time period. Thank you for your consideration of this request.

Sincerely,

[Your name and contact information]