

[Your Name]
[Street Address]
[City, ST ZIP Code]

[Date]

McMullen CAD
PO Box 37
Tilden, TX 78072

Dear McMullen CAD

Under the **Texas Public Information Act, Chapter 552**, I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as specific as your knowledge of the available records will allow. But it is more important to describe the information you are seeking.]**

The Texas Public Information Act requires that you "promptly produce" the requested records unless, within 10 days, you have sought an Attorney General's Opinion. If you expect a significant delay in responding to this request, please contact me with information about when I might expect copies or the ability to inspect the requested records. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$_____.

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 the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,
[Your Name]
[Your Phone number]