



FOIA Coordinator  
851 Sixth Avenue  
Three Rivers, MI 49093  
[lcamino@trschoools.org](mailto:lcamino@trschoools.org)

Re: Freedom of Information Act Request

Dear FOIA Coordinator:

I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 et seq.,

☐ to *INSPECT*, ☐ to *COPY*, or ☐ to *obtain copies* of the following public records:

**Records Requested – Please be as specific as possible**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please provide a copy of the requested public records in the following manner:

- ☐ Paper Hard Copy    ☐ Flash Drive    ☐ Electronically to Email Address
- ☐ In-person Review    ☐ Other \_\_\_\_\_

I understand I will be contacted within **five (5)** days, excluding weekends and holidays, as to when I may receive these records. I also understand if I request a copy made of these records, the copies will be provided to me at a cost. I further understand that should I review these records in-person, I am not allowed to remove any record(s) from the office where they are maintained.

Sincerely,

\_\_\_\_\_  
REQUESTOR COMPLETE NAME

\_\_\_\_\_  
REQUESTOR ADDRESS

\_\_\_\_\_  
REQUESTOR PHONE NUMBER

\_\_\_\_\_  
REQUESTOR EMAIL