



Request for Public Information



**Custodian of Records
Town of Ponder
102 W. Bailey Street
Ponder, Texas 76259**

Dear Custodian of Records:

Under the **Texas Public Information Act, Tex. Gov't Code §552.001 et seq.**, I am requesting an opportunity to inspect or obtain copies of public records. **[Describe in detail the records or information sought with enough detail for the public agency to respond. Be specific.]**

Records or Information you are requesting:

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$____. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of_____.

[Here, you can identify yourself as a representative of the news media if applicable and state that your request is related to news gathering purposes.] This information is not being sought for commercial purposes.

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 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]

[Phone Number]

[Street Address]

[City, ST, ZIP Code]