

INSERT LETTER HEAD LOGO

INSERT DATE

INSERT SCHOOL SYSTEM

INSERT ADDRESS

Dear Sir or Madam:

SAMPLE

Re: Freedom of Information Act Request

Pursuant to the **INSERT STATE Public Records Act**, and the Freedom of Information Act, 5 U.S.C. § 552, [and/or the Privacy Act, 5 U.S.C. § 552a,] I hereby request a list of all Sex Education Curriculum for all K through 12 classes for all **INSERT SCHOOL SYSTEM** Schools.

I am requesting these records as a representative of a non-profit program "**INSERT ORGANIZATION NAME.**"

Please provide information on all sexuality education grants received from all sources including "PREP" and "Title V" grants from federal agencies or otherwise, for the fiscal years 2015 through the present (2018-2019). And please provide all supplemental materials funded as part of these grants. We are specifically requesting all information regarding grants for pregnancy prevention education and HIV prevention education.

This includes, but is not limited to, any funding for the following curricula: *Rights, Respect, Responsibility; Get Real; F.L.A.S.H.; Making Proud Choices, Reducing the Risk; Be Proud Be Responsible.*

Please provide emails and all communications with grantors and schools for the years 2015 to the present regarding this funding and please provide names of all community organizations providing teaching or resources for sexuality education in any **INSERT SCHOOL SYSTEM** Schools.

If any expenses in excess of **\$100** are incurred in connection with this request, please obtain my approval before any such charges are incurred.

I request a waiver of fees because my interest in the records is not commercial, and disclosure of the information will contribute significantly to public understanding of the activities of the **INSERT SCHOOL SYSTEM** and local school boards of education. Since harmful to minors and obscenity laws protect children from inappropriate materials we desire to review all **INSERT SCHOOL SYSTEM** curriculum.

INSERT STATE law requires that responsive records be provided within **INSERT TIME REQUIRED BY STATE**, and we will expect a response within **20** working days as provided by law. If my request is denied in whole or in part, I expect a detailed justification for withholding the records. I also request that all schools be included and that none be exempted.

Very truly yours,

NAME
ADDRESS
PHONE
EMAIL