Ohio FOIA Request

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

**[Date]**

**J. Scott Myers**   
**Executive Director   
Miami County Park District   
2645 East St. Rt. 41  
Troy, Ohio 45373**

Dear **Executive Director Myers**:  
Under the **Ohio Open Records Law, §149.43 et seq.**, 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.]**

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 \_\_\_\_\_\_\_\_\_\_\_ **.**This information is not being sought for commercial purposes.

I would request a prompt response to this request.  If you expect a significant delay in responding to or in fulfilling 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]**

**[Your Phone number]**