

Office of the Attorney General
PO Box 12548
Austin, TX 78711-2548

Date: _____

Dear sirs,

Please consider this letter to be a request under the Freedom of Information Act for a copy of the entire contents of your file which pertains to my case (OAG #1234567890).

- OR -

Please consider this letter to be a request under the Freedom of Information Act for a copy of the entire contents of the personnel file of your employee <Fred Wilson>, who works in the Regional Office in Arlington.

If there is a fee for copying, please let me know.

Very truly yours,

Joe Smith
123 Elm
Dallas, TX 75201

Certified Mail # _____