## SAMPLE RESPONSE GRANTING A FOI A REQUEST

Date		
Requester's Name Address		
Dear [ <i>Requester</i> ]:		
	Name of Public Body with your request for series of Information Act, 5 ILCS 140/	
<del>-</del>	d by public body], you requested the follow of of information requested, or restate a ed.	-
[If the number of black enclosed copies of the documents	and white copies is 50 copies or fewers that you requested.	r:] We have
copies are color or in a size of following: In keeping with the Information Act, 5 ILCS 140/6(b),	and white copies is greater than 50, of ther than letter or legal size, state the copying fees allowed by the Illinois Freedown the cost of your copies is \$ for this a	m of Please
	Sincerely,	
	[Name of FOIA Officer and Contact Information]	