

SAMPLE RESPONSE GRANTING A FOIA REQUEST

Date

Requester's Name
Address

Dear [***Requester***]:

Thank you for writing to [***Name of Public Body***] with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On [***insert date received by public body***], you requested the following documents: [***insert description of information requested, or restate their request***]. Your request is granted.

[***If the number of black and white copies is 50 copies or fewer:***] We have enclosed copies of the documents that you requested.

[***If the number of black and white copies is greater than 50, or if the copies are color or in a size other than letter or legal size, state the following:***] In keeping with the copying fees allowed by the Illinois Freedom of Information Act, 5 ILCS 140/6(b), the cost of your copies is \$_____. Please send us a check or money order, made payable to _____ for this amount.

Sincerely,

[***Name of FOIA Officer and Contact Information***]