

Date: _____

City of Harrington
106 Dorman Street
Harrington, DE 19952

City Use Only

FOIA # _____

Re: Freedom of Information Act Request

This is a request under the Freedom of Information Act.

I request that a copy of the following documents or documents containing the following information be provided to me:

In order to help to determine my status to assess fees, you should know I am:

[insert a suitable description of the requester and the purpose of the request.]

[For example, a representative of the news media affiliated with the _____ (newspaper, magazine, describe publication contract or describe past publication history), and this request is made as part of a news gathering and not for commercial use.

affiliated with _____, an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.

an individual seeking information for personal use and not for commercial use.

affiliated with a private corporation and am seeking information for use in the company's business.]

I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first.

If you have any questions processing this request, you may contact City of Harrington at the following telephone number 302-398-3530.

Thank you for your consideration of my request.

Sincerely, _____

Signature

Type or Print

Name : _____

Address : _____

City, State, Zip Code : _____

Telephone Number: _____