

Chief Robert Harris
Pittsville Police Department
34616 Pitts Ave.
Pittsville, Md. 21850

Re: Freedom of Information Act Request

Dear Chief Harris:

This is a request under the Freedom of Information Act. I hereby request copies of the following records
[or all records containing the following information]: [IDENTIFY RECORDS OR INFORMATION]

[ATTACH SUPPORTING DOCUMENTS]

As the FOIA requires, please release all reasonably segregable nonexempt portions of documents.
[INCLUDE ARGUMENTS FOR RELEASE, IF APPLICABLE.]

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

_____ a representative of the news media affiliated with the _____ newspaper/magazine/
television station/Web site/etc., and this request is made as part of news gathering activity 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.

_____ affiliated with _____ corporation and seeking information for 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 before processing my request.

If you have any questions regarding this request, please contact me at [PHONE and/or E-MAIL]. I look
forward to receiving your response within the twenty day statutory time period. Thank you for your
consideration of this request.

Name

Address

Phone

Signature