

*Substitute your information for the italicized words.*

*Your address or letterhead*

*Date*

*Local School District*  
*Public Information Officer*  
*Address line*  
*Address line*

Re: Request under the Inspection of Public Records Act,  
NMSA 1978, 14-2-1 to 14-2-12

Dear Information Officer:

Under the Inspection of Public Records Act, NMSA 1978, 14-2-1 to 14-2-12, I hereby request an opportunity to inspect and review documents contained in your files which list or identify the following:

1. Draft Evaluation Plan and Workbook that was originally to be submitted to the PED on 4/19/13.

As you know, under the Act, “all persons are entitled to the greatest possible information regarding the affairs of the government.” As you are aware, under the Act, your obligation is to “permit the inspection immediately or as soon as is practicable under the circumstances, but not later than fifteen days after receiving a written request.”

This request can be fulfilled via electronic submission to my email address, *your email address* , or via mail to 2007 Botuph Road, Santa Fe, NM 875059 (*or your local address*). In addition, it is highly probable that after review of the document we will request copies of specific documents. Finally, to the extent the files are not available electronically, I understand that you are entitled to charge a reasonable fee for copying these public files and we are prepared to pay such fees promptly.

I look forward to hearing from you soon. If you have any questions, please feel free to contact me.

Sincerely,