

Your Name
Your Address

Date

Custodian of Records
Address

Subject: Your specific concern

Dear Custodian of Records,

Under the Colorado Open Records Act, (CORA) C.R.S. § 24-72-201 to 206, I am requesting access to the following from the [entity you are requesting information from]:

[your specific request here, including the specific date or range of dates]

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

I request this information be provided in an electronic format to my email address at [your email address].

If you deny this request, please state all grounds for denial in writing.

Sincerely [or however you want to conclude this],
[Your Name]
[phone number- optional]