



pennsylvania
OFFICE OF OPEN RECORDS

Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

Re: Right to Know Law Appeal - Denial or Partial Denial by Agency

Dear _____:

This is an appeal under the Pennsylvania Right to Know Law, 65 P.S. §67.101. I requested documents from [*insert name of Agency*]. The Agency denied or partially denied my request for information. I am appealing the denial of my request, under section 1101 of the Law and provide the following information in accordance with the Law:

Requester's name: _____
Address: _____
Date of Right to Know request: _____
Date of Response: _____
Telephone and fax number: _____
Concise statement of facts:

Name and address of Agency: _____

Name and title of the Agency official who denied the request for information:

Description of the records requested: _____

List any grounds upon which the requester asserts that the record is a public record:

Address any grounds relied upon by the Agency for denial of the request:

Respectfully Submitted,

_____ (must be signed)