



## Request for Public Record

To: **FOIA Coordinator** – Lyon Township Clerk, PO Box 48, Higgins Lake, MI 48627

I am a person as defined under Michigan FOIA. Please accept this correspondence as a request pursuant to the Michigan Freedom of Information Act (FOIA) Michigan Compiled Laws §15.231 to §15.246 *et seq.*, the Michigan Constitution and common law, and the U.S. Constitution, for certain public documents hereinafter specified.

**Date of Request:** \_\_\_\_\_ **Time:** \_\_\_\_\_ via mail / fax / email Pick one

**Person Requesting Record:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Delivery Specifications:** Check one box

**Mail:** to the address above.

**Fax:** to requestor at the number above if possible, and if not please mail to the address above.

**Email:** to requestor at the email address above if possible, and if not please fax to the address above if possible, and if not then please mail to the address above.

**Email:** to requestor at the email address above if possible, and if not please mail to the address above.

**In-office Inspection:** Please contact me with an acceptable contact, time, and date when I may appear for inspection and possible scanning of documents.

**Pick-up:** Please contact me with an acceptable contact, time, and date when I may pick up the documents.

**Auditor or Attorney:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Media Specification:** Circle one.

Paper Copies, Fax, or Email attachment less than 20 MB, CD-ROM or DVD, unless certain records are not available in computer format, in which case response by fax is preferred

**Records requested:** The records and documents I am requesting are all those relating to:

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