

## *SAMPLE REQUEST LETTER*

April 5, 2020

Mr. Freeman Information  
Executive Director  
License Commission  
110 First Street  
Baltimore, Maryland 21200

Dear Mr. Information:

This is a request under the Maryland Public Information Act, Title 4 of the General Provisions of the Maryland Code. I am making this request on behalf of my client, Wanda Know. In this capacity, I wish to inspect all records in your custody and control pertaining to the following:

- (A) the denial by the Commission of the license or permit to Wanda Know which occurred on August 17, 2015; and
- (B) any studies, statistics, reports, recommendations, or other records that treat in any fashion the Commission's actions, practices, or procedures concerning the granting or denial of licenses or permits during the last three fiscal years.

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

Please advise me as to the cost, if any, for inspecting the records described above. I anticipate that I will want copies of some or all of the records sought. If you have

adopted a fee schedule for obtaining copies of records and other rules or regulations implementing the Act, please send me a copy.

I look forward to receiving disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days. Thank you for your cooperation. If you have any questions regarding this request, please telephone me at the above number.

Sincerely,

Connie Have  
Attorney-at-Law

cc: Evan Hand  
Commission Attorney