

Texas Public Information Act Request Template

This template can be customized and submitted by email, mail, or fax to a Texas government agency's Public Information Officer. Fill in your details where indicated. The 10-business-day response clock begins once the written request reaches the PIO, regardless of format.

[Your Name]
[Your Address]
[City, State ZIP]
[Email Address]
[Phone Number]

[Date]

Public Information Officer
[Agency Name]
[Agency Address]
[City, State ZIP]

Re: Public Information Act Request

Dear Public Information Officer:

Pursuant to the Texas Public Information Act (Texas Government Code, Chapter 552), I request access to and/or copies of the following records:

[Describe the records you want as clearly as possible, including subject, dates, and any relevant names.]

I request that the records be provided in electronic format if possible. If there will be any cost, please provide an itemized estimate in advance. I respectfully request that all fees be waived as the disclosure of this information is in the public interest.

Please communicate with me by email whenever possible.

Thank you for your assistance.

Sincerely,
[Your Name]