

Date

Freedom of Information Officer  
Illinois Capital Development Board  
401 South Spring St., 3<sup>rd</sup> Floor  
Springfield, IL 62706

**RE: Freedom of Information Act Request**

Dear Freedom of Information Officer:

This is a request for records under the Illinois Freedom of Information Act, 5 ILCS 140/1-11 et al.

I request that a copy of the following documents be provided to me. SPECIFY RECORDS BEING SOUGHT, BEING AS SPECIFIC AS POSSIBLE.

OR

I request that I be allowed to inspect the following records in person. SPECIFY RECORDS SOUGHT TO BE INSPECTED, BEING AS SPECIFIC AS POSSIBLE.

I understand that the Act permits CDB to charge a reasonable copying fee. I am willing to pay fees for this request up to a maximum of \$\_\_.\_.

I look forward to your response within 5 business days from your receipt of this request.

Sincerely,

Name  
Affiliation  
Address  
City, State, Zip Code  
Phone