[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Public Records Officer]
[Name of Public Agency]
[Agency Address]
[City, State, Zip Code]

RE: Notice of Compliance with Public Information Request - [Reference Number if applicable]

Dear [Name of Records Officer or Department],

This letter is in response to your request for public information dated [Date of original request], received by this office on [Date received].

In accordance with the [Name of State/Federal Act, e.g., Freedom of Information Act or Public Records Act], we are providing the following response:

- **Enclosed Records:** Attached are the documents responsive to your request.
- **Redactions:** Certain information has been redacted pursuant to [Cite Specific Legal Statute/Exemption] regarding [Reason, e.g., private personal information].
- **Availability:** Additional records are available for inspection at our office during normal business hours. Please contact [Name] at [Phone Number] to schedule an appointment.

The total cost for duplicating and processing these records is $[Amount]. [Optional: Please remit payment to the address listed above.]

We believe this completes our obligations regarding your request. If you have any questions or require further clarification, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]