



## **Right-To-Know Response Form**

**Re: Sample Granted Request**

Date

Citizen Name

Address

Telephone Number

Dear [*Citizen*],

Thank you for writing to [***Name of Public Body or Agency***] with your request for information pursuant to the Pennsylvania Right- To-Know law.

On [***Insert date received by agency***], you requested documents that [***insert description of information requested, or restate their request***]. Your request is granted and the requested responsive documents are enclosed.

Respectfully,

RIGHT-TO-KNOW OFFICER NAME [***information required to be typed***]

TITLE [***information required to be typed***]

BUSINESS ADDRESS [***information required to be typed***]

BUSINESS TELEPHONE [***information required to be typed***]

SIGNATURE