



Open Records Mandamus Letter Template

(Date)

Dear **(District Attorney, Attorney General, Corporation Counsel, etc.):**

Enclosed is a copy of an Open Record Request which I submitted to _____
on _____. I submitted this request by **(Fax, E-Mail, Certified Mail, Other)**.

It has been **(length of time)** since this request was submitted.

Given the specific and limited request, and given the fact that most of these records are computerized and easily printable. **(Length of time)** is stretching well beyond what the statutes would describe to be "as soon as practicable and without delay". In fact this could be considered to be arbitrary and capricious. I would prefer to have you simply contact the custodian of records and have them release the records in a timely fashion rather than attempt to win punitive damages under the current Open Records law.

It is my understanding that your office handles mandamus actions under 19.37 (1) (b) to compel Open Records disclosures in _____ County. I would ask that you look into this request at your earliest convenience

Transparency in government is a bedrock principle of our republic and shining a little sunshine on our government officials is considered to be a worthy endeavor. Please let me know if you will be pursuing this.

Thank You

(your name)

(your address)

(your phone)