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RE: Public Records request

Dear \_\_\_\_\_:

Pursuant to the North Carolina Public Records Law, G.S. § 132-1 et seq., I write to request a copy of \_\_\_\_\_.

As provided by the statute, I request provision of that record as promptly as possible. G.S. § 132-6(a). We specifically request that you provide access to the requested records as soon as they are available without regard to the availability of any other records. Further, if any of the records do not exist or are otherwise unavailable please list the unavailable documents, the reason for their unavailability, when you expect them to be available, and provide the documents that are available.

If you take the position that the policy or any portion of the policy is not open to public inspection under the Public Records Law, please provide all statutory exemptions that you contend permit you to withhold any records. We respectfully request that you preserve all potentially responsive documents whether or not they are produced to permit future judicial review of this matter should the need arise.

I would be happy to receive digital copies of the documents by email at \_\_\_\_\_ . If you have any questions about this request, please contact me at \_\_\_\_\_ or by e-mail.