

Date

Freedom of Information Officer
Illinois Department of Labor
160 N. LaSalle St., Ste. C-1300
Chicago, IL 60601

Re: Illinois Freedom of Information Act Request

Dear Freedom of Information Officer:

This is a request for information 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 IDOL to charge a reasonable copying fee not to exceed the actual cost of reproduction. I am willing to pay fees for this request up to a maximum of \$____. OR

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

Very truly yours,

Name
Address
City, State, Zip Code
Phone number [optional]