TO: Mr. Jeff Mount, Superintendent Mason County Central Schools FOIA Coordinator RE: Request for information Dear Mr. Mount: Under provisions of the Michigan Freedom of Information Act (MCLA 15.231 et seq; MSA 4.1801 (1) et seq) I am requesting (Insert specific, detailed description of information you are seeking): I am requesting that the information be provided through: (copies of, or access to, electronic, etc): If you determine that some of the requested information is exempt from disclosure, please detail what is being withheld and cite the exemption under FOIA. If fees to comply with this request exceed \$	DATE:
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(Your address)	(Your name)
	(Your address)