



pennsylvania

OFFICE OF OPEN RECORDS

Executive Director
Office of Open Records
Commonwealth of Pennsylvania
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

Re: Right to Know Law Appeal - No Response from Agency

Dear _____:

This is an appeal under the Pennsylvania Right-to-Know Law, 65 P.S. §67.101. On *[insert date]*, I requested the following documents from *[insert name and address of agency]*: _____

I did not receive a response as required by the Law and my request was therefore deemed denied on _____. I am appealing the denial of my request under section 1101 of the Law.

A copy of my Right to Know request is enclosed. I will send a copy of this appeal to the agency.

I look forward to a decision on this appeal of the denial of my request within thirty (30) days as required by section 1101 of the Law.

Thank you for your consideration of this appeal.

Name
Address
City, State, Zip Code
[optional:] Telephone Number or e-mail

cc: Respondent Agency