

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

## Re: Right to Know Law Appeal - Denial or Partial Denial by Agency

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

This is an appeal under the Pennsylvania Right to Know Law, 65 P.S. §67.101. I requested documents from Borough of Somerset. The Agency denied or partially denied my request for information. I am appealing the denial of my request, under section 1101 of the Law and provide the following information in accordance with the Law:

Requester's name:	
Address:	
Date of Response:	
Telephone and fax number:	
Concise statement of facts:	

Name and address of Agency:

Name and title of the Agency official who denied the request for information:

Description of the records requested:

List any grounds upon which the requester asserts that the record is a public record:

Address any grounds relied upon by the Agency for denial of the request:

Respectfully Submitted,