Dear [Requester]:

Thank you for writing to [Name of Public Body] with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On [insert date received by public body], you requested the following documents: [insert description of information requested, or restate their request]. Your request is granted.

[If the number of black and white copies is 50 copies or fewer:] We have enclosed copies of the documents that you requested.

[If the number of black and white copies is greater than 50, or if the copies are color or in a size other than letter or legal size, state the following:] In keeping with the copying fees allowed by the Illinois Freedom of Information Act, 5 ILCS 140/6(b), the cost of your copies is $___________. Please send us a check or money order, made payable to _____________ for this amount.

Sincerely,

[Name of FOIA Officer and Contact Information]