

Judy Burkhalter, Freedom of Information Act Officer
Caterpillar Trail Public Water District
404 Ten Mile Creek Rd
East Peoria, IL 61611

Re: Illinois Freedom of Information Act Request

Dear _____:

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140.

I request that a copy of the following documents [**or documents containing the following information**] be provided to me:

I would like to inspect these records in person.

I would like to obtain copies of these records.

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6.

I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first.

I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of CTPWD and is not primarily in my commercial interest.

[Include a specific explanation of why your request is in the public interest.]

I look forward to hearing from you in writing within seven working days, as required by the Act. 5 ILCS 140(3).

Sincerely,

Address _____

City _____ State _____ Zip Code _____

Ph # _____