

Sample GRAMA Request Letter

[Today's Date]

[First and last name of record gatekeeper]

[His/her title]

[His/her organization]

[His/her address]

[His/her city, state zip]

Mr./Ms. [Last name]:

Opening Paragraph—Example 1: According to GRAMA 63-2-204(1), I request a copy of a letter from the Governor's Office welcoming the Utah Gay Rodeo Association to Utah, sent within the last calendar year, and any additional correspondence related to that letter.

Opening Paragraph—Example 2: According to GRAMA 63-2-204(1), I request to inspect all documents related to a final settlement in a case between John Doe and the State of Utah filed in July 2003 in U.S. District Court.

GRAMA, 63-2-304 (32) states that "protected" records include those that "would reveal settlement negotiations but not including final settlements or empirical data to the extent that they are not otherwise exempt from disclosure." If the government entity will likely have a legitimate excuse to deny your request, consider the following option:

I believe the documents should be released for the following reasons: [State your reasons].

[If you are a citizen, you can request an expedited response such as the following:]

As per GRAMA 63-2-204(3)(a), I request an expedited response. The information is required for [a committee meeting to be held on such-and-such date].

[If you are a journalist, definitely request an expedited response:]

I am a working journalist. I request an expedited response for within five working days as per GRAMA 63-2-204(3)(a). The information is required for a story for publication in [your news forum].

[If the document could be enormous, consider the following:]

I am willing to pay \$[amount] for this request.

Sincerely,

[Your signature and today's date]

Name: [Your typed first and last name]

Mailing Address: [Your address]

Daytime Phone: [Your phone number]