

Brandon Madden
City Administrator
Mauldin City Hall
P.O. Box 249
5 East Butler Road
Mauldin, SC 29662

_____, 20__

Dear Sir:

This letter is a request for access to public records listed below pursuant to the SC Freedom of Information Act. I would like to review these documents at your earliest convenience. I can be reached at () _____ - _____. The specific documents I would like to review are as follows:

I understand that there will be an hourly charge for the time staff spends making these documents available for review, and that there will be a charge for each copy made as detailed in the City's FOIA policy. I also understand that I will be given an estimate of the cost prior to the request being granted, and that staff has 10 working days from the date of receipt of the request to determine if the documents exist and are available for review.

Sincerely,
