

SAMPLE LETTERS REQUESTING NAMES OF CONTRACTORS
WHO HAVE BEEN AWARDED PUBLIC WORKS CONTRACTS

Date

Awarding Agency Address

In Re: Public Records Request

Dear Sir:

I am requesting a copy of the names and addresses of the contractors that were awarded contracts on the public works projects listed on the enclosed attachment (*list the names of the projects on an attached sheet. Be as specific as possible to the name and location of the project.*)

Please be advised that this request is made pursuant to I.C. 5-14-3-1- et. seq. which requires a response within seven (7) days if receipt. Through this letter I agree to be responsible for the reasonable copying charges to the statute. See I.C. 5-14-3-8

Please forward the request documents to the undersigned at the above address or fax to fax number. If you have any questions regarding this request, including appropriate payment arrangements, please contact me at telephone number.

Sincerely yours,