

[Patty Parent]  
[500 Main St.]  
[Any Town, MT] [59000]  
Phone: [406-555-5555]

[DATE]

[Name of Principal]  
[School Address]  
[City, State Zip Code]

**VIA CERTIFIED MAIL** (No. \_\_\_\_\_)

Re: Public Records Request

Dear [Mr./Ms.] [Name of Principal],

I am making this public record request under Article II, Section 9 of the Montana Constitution and Montana Code Annotated § 2-6-1003, et seq. Please provide me with a true, correct and complete copy of the current version all school policies and procedures adopted by the school board [you may limit this request to a specific subject by saying “all school policies and procedures adopted by the school board relating to \_\_\_\_\_”].

Please produce the public records requested no later than [specify date at least seven days from the date of this letter]. Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

[insert your name]