

**The City of Pleasant Hope
304 E Miller Street
Pleasant Hope, MO 65725**

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri

I request that you make available to me the following records:

If you know the subject matter of the records, but do not have additional information, use this alternative:

I request that you make available to me all records that relate to: (be specific as possible and include dates if you can.) _____

If you want and are willing to pay for the copies of the records, rather than just being able to view the records. The cost is 10-cent a page and a minimum of \$10.00 for the first hour and each hour after to research, copy and mail.

I request that the records responsive to my request be copied and sent to me at the following address and I agree to pay the above fees not to exceed \$_____:

If you believe that your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:

I request that all fees for locating, copying and mailing the records be waived. The information I obtain through this request will be used to _____

(Tell how you will use the information and why that use is in the public interest.)

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

Name: _____ **Signature** _____

Address: _____

Phone: _____

e-mail address: _____