



**pennsylvania**  
OFFICE OF OPEN RECORDS

Executive Director  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225

**Re: Right to Know Law Appeal - Denial or Partial Denial by Agency**

Dear \_\_\_\_\_:

This is an appeal under the Pennsylvania Right to Know Law, 65 P.S. §67.101. I requested documents from [*insert name of Agency*]. The Agency denied or partially denied my request for information. I am appealing the denial of my request, under section 1101 of the Law and provide the following information in accordance with the Law:

Requester's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Right to Know request: \_\_\_\_\_  
Date of Response: \_\_\_\_\_  
Telephone and fax number: \_\_\_\_\_  
Concise statement of facts: \_\_\_\_\_

Name and address of Agency: \_\_\_\_\_

Name and title of the Agency official who denied the request for information:

\_\_\_\_\_

Description of the records requested: \_\_\_\_\_

\_\_\_\_\_

List any grounds upon which the requester asserts that the record is a public record:

\_\_\_\_\_

Address any grounds relied upon by the Agency for denial of the request:

\_\_\_\_\_

Respectfully Submitted,

\_\_\_\_\_ (must be signed)