**Sample Letter to Obtain Shelter Records**

[Date]

[Your Name]  
[Address]

[Name of Shelter]  
[Address of Shelter]

Dear [Shelter Name],

This letter is a request under [Law].

I request copies of the following documents:

1. For [Year], the total intake of cats and the disposition of cats impounded at [Shelter Name], broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For [Year], the total intake of dogs and the disposition of dogs impounded at [Shelter Name], broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within [Time Required] of this letter as mandated by [Law].

Thank you in advance.

Sincerely,  
[Your Name]  
[Contact Information]