

*The UNT System Public Information Program is providing the template to assist members of the public who are seeking public information from the UNT System and its component institutions. Requestors may paste the template into an email or use it when sending a request through regular mail. Requestors are not required to use this form.*

### **Template Request for Information**

[Date]

Sent Via Email Only  
[publicinformation@untsystem.edu](mailto:publicinformation@untsystem.edu)

University of North Texas System  
Attn: Public Information Coordinator  
1155 Union Circle #310907  
Denton, Texas 76203

Dear Public Information Coordinator:

Under the Texas Public Information Act, I request access to or copies of information concerning the *[identify the UNT System component or components from whom you wish to obtain information: UNT, UNT Health Science Center, UNT Dallas, UNT System Administration]*.

Specifically, I am requesting *[clear name or description of the information you are seeking. Include enough detail to help the Public Information Coordinator identify the document(s) you are requesting, e.g. the name of the document, a category of information, etc.; and the specific time period for which you want the information]*.

*[Optional] State whether you would like to receive the information in a particular format, for example, a paper copy, electronic copy, on a computer disk, table, chart, etc. You also should include the date(s) you would like covered by your request if you are seeking information for a specific date or date range.*

Please send the information to *[email or mailing address]*. You may contact me at *[email, mailing address or telephone number]* if you have questions about this request.

*[Optional] I prefer to review the documents in person and am available to inspect them on [dates and times desire to inspect documents between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday].*