

This is an example of a Freedom of Information Act (FOIA) Request filed with the Michigan Department of Health and Human Services via email - MDHHS-FOIA @michigan.gov

Replace the italicized text in the first paragraph with your specific request.

Ask for the records pertaining to your inquiry. Better to submit multiple narrow requests than a large comprehensive one.

Contact administrator@securemichigan.org for assistance and to report on the response.

Richard J. Manasseri
150 Foxboro Drive
Rochester Hills, Michigan 48309

May 20, 2016

Department of Health and Human Services
Attn. FOIA Coordinator
201 Townsend
Lansing, MI 48913
MDHHS-FOIA @michigan.gov

Dear FOIA Coordinator,

Under the Michigan Freedom of Information Act § 15.231 et seq., I am requesting to obtain a copy of the records related to *quarterly meetings among the key stakeholders directly involved in coordinating or providing services to refugees as part of the refugee resettlement process. The records being sought would include the invitations, minutes, and any presentation material related to the federally required stakeholder meetings for FY 2016.*

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of Refugee Resettlement in Michigan. This information is not being sought for commercial purposes.

The Michigan Freedom of Information Act requires a response to this request within five days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

Richard J, Manasseri
150 Foxboro Drive
Rochester Hills, MI 48309
248-375-5907