[DATE]

TO: Custodian of Records   
State Ethics Commission  
800 Bradbury Dr. SE, Suite 217  
Albuquerque, NM 87106

FROM: [NAME OF REQUESTER]

[ADDRESS]

[TELEPHONE NUMBER]

I would like to inspect and copy the following records:

[LIST RECORDS WITH REASONABLE PARTICULARITY]

R1) [Type of Record] [Details: date range, from \_\_/\_\_/\_\_\_\_ to \_\_/\_\_/\_\_\_\_, other identifying details]

R2) [Type of Record] [Details: date range, from \_\_/\_\_/\_\_\_\_ to \_\_/\_\_/\_\_\_\_, other identifying details]

Etc…

I would like to inspect receive the records in the following format and manner: (Choose One)

**Digital files**, emailed to [EMAIL ADDRESS]

**In-Person**, copied to my USB/other storage device (*scheduled following receipt of this letter*)

**Printed Copies**, via US Post mailed to [ADDRESS]

If your agency does not maintain these public records, please let me know who does, and include the proper custodian’s name and address.

[ONLY FOR PRINTED/MAILED RECORDS]

I agree to pay the applicable fees for printing and transmitting the records. If the charges will exceed   
$ \_\_, please call me to discuss. I understand that I may be asked to pay the fees in advance.

Please provide a receipt indicating the charges for each document.

Thank you for your prompt attention to this matter.

Sincerely,

[SIGNATURE OF REQUESTER]