

Date: _____

William G. Washnock, Open Records Officer
Upper Moreland-Hatboro Joint Sewer Authority
2875 Terwood Road, P.O. Box 535
Willow Grove, PA 19090-0535

Dear Mr. Washnock:

Please consider this an official written request for information from the Upper Moreland-Hatboro Joint Sewer Authority. I would like to examine and inspect **[and/or obtain copies or extracts of]** the following documents:

[List individually the documents you wish to examine, inspect or copy. Be as specific as possible. If additional space is needed, please attach a separate page.]

I believe the above documents constitute public records pursuant to Pennsylvania's Right to Know Law, 65 P.S. 66.1 et seq. You may contact me at (address): _____
_____ (telephone number): _____ regarding
arrangements for disclosure of the information.

If you decide to refuse this request, please provide me with a written statement of the reasons for denial. If your denial is based upon a statute, regulation or court decision, please cite that law or case, including the specific section or sections you rely upon, in your written response.

I look forward to the Upper Moreland-Hatboro Joint Sewer Authority making this information available to me within five (5) days.

Sincerely,

[your name]