

Sample Written Request for Information*

Date

St. Mary's University
Campus Mailbox **065**
1 Camino Santa Maria St
San Antonio, Texas 78238-5433

Requestor Name
Requestor Address
Requestor Email
Requestor Phone Number

Request for Information

Under the Texas Education Code 51.212 and in reference to the Texas Government Code, Chapter 552**, I request access to or copies of:

[Insert Name of Document or Type of Information]

A requestor should specify as clearly as possible the particular information sought.

A requestor may request information in a particular format (paper, thumb drive, etc.).

A requestor may request to view documents.

A requestor may ask to pickup information.

Requestor Signature

**This is a sample being provided to potential requestors as a helpful guide only*

*** The Texas Public Information Act (TPIA) and the Education Code's application to private universities is narrow and limited to universities police departments.*