

North Coventry Township
Attn: Mr. Kevin F. Hennessey
845 S Hanover Street
Pottstown PA 19465

Written Request for Information

Date: _____

Dear Mr. Hennessey:

Please consider this an official written request for information from North Coventry Township. 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.]

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 the address and phone number listed below regarding arrangements for the disclosure of the information and payment for copies.

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 North Coventry Township making this information available to me within 5 (five) business days.

Sincerely,

Signature

Print Your Name Here

Print Your Address Here

Daytime Phone Number