



**pennsylvania**  
OFFICE OF OPEN RECORDS

Executive Director  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225

**Re: Right to Know Law Appeal - Denial or Partial Denial by Agency**

Dear Executive Director:

This is an appeal under the Pennsylvania Right to Know Law, 65 P.S. §67.101. I requested documents from \_\_\_\_\_. The Agency denied or partially denied my request for information. I am appealing the denial of my request, under section 1101 of the Law and provide the following information in accordance with the Law:

Requester's name: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Date of Right to Know request: \_\_\_\_\_ Date of Agency Response: \_\_\_\_\_  
Telephone and fax number: \_\_\_\_\_  
Concise statement of facts (may attach additional pages if necessary)

Name and address of Agency:  
\_\_\_\_\_

Name and title of the Agency official who denied the request for information:  
\_\_\_\_\_

Description of the records requested: \_\_\_\_\_  
\_\_\_\_\_

List any grounds upon which the requester asserts that the record is a public record:  
\_\_\_\_\_

Address any grounds relied upon by the Agency for denial of the request:  
\_\_\_\_\_

Respectfully Submitted, \_\_\_\_\_(must be signed)

**Required documents to include with appeal – copies of original RTK request, Agency denial**