

September 5, 2024

Attention: Municipal Clerk, Any City, New Jersey

Sent via U.S. Mail

Dear Clerk,

Please accept this letter as my official request for records under OPRA ([N.J.S.A. 47:1A-1](#)).

I have not been convicted of an indictable offense.

I will not use the records for a commercial purpose.

I am not seeking records in connection with a legal proceeding.

I would like a copy of the City's open and closed session meeting minutes from January 1, 2024 to the present date. Kindly send to my e-mail address at Requestor@someemail.com.

Sincerely,

Joe Citizen

123 Main Street

Any City, NJ 88888