



Public Document Request Response: Sample Letter

Date: _____

Address

Dear (Name):

The documents you requested have been verified as public documents and counted. A total of (Number) pages was counted at a cost of \$0.15 for each page; total balance equals (\$Cost). Please make payment by check or money order to the University of Central Florida and transmit it to my attention. Documents will be copied and forwarded to you within a reasonable time following deposit of payment to this department's account.

Sincerely,

(Custodian of records)