



Executive Director  
Office of Open Records  
Commonwealth of Pennsylvania  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225

Today's date: \_\_\_\_\_

**Re: Right to Know Law Appeal - No Response from Agency**

This appeal is filed under the Pennsylvania Right-to-Know Law, 65 P.S. §67.101, *et seq.* I requested documents from \_\_\_\_\_. I did not receive a response as required by the Right-to-Know Law and my request was therefore deemed denied on \_\_\_\_\_. I am appealing the denial of my request under section 1101 of the Right-to-Know Law and provide the following information in accordance with the Law:

Requester's name: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Date of Right to Know request: \_\_\_\_\_  
Telephone and fax number: \_\_\_\_\_  
Email: \_\_\_\_\_

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

Name and title of the Agency official to whom the request was made: \_\_\_\_\_

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

List all grounds upon which the requester asserts that the record is a public record – why you believe the requested record is a public record – a general statement that it is public under the Right-to Know Law is insufficient: (may attach additional pages if necessary)

**A copy of my original Right to Know request is enclosed.** I will send a copy of this appeal to the agency.

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