MONTH, DAY, YEAR  
  
To: Regina Chacon  
Records Custodian  
Department of Public Safety  
  
From: YOUR NAME  
YOUR TITLE  
YOUR ORGANIZATION  
MAILING ADDRESS  
  
  
This is a formal request under the New Mexico Inspection of Public Records Act. I wish to inspect the following in electronic format if possible:  
  
1.   
  
  
I prefer to receive further communication on this matter electronically, as it has been sent to you, the custodian.

I further formally request that a copy of all further communication is, at minimum, is transmitted electronically, as it is required by the IPRA, as a responsibility of the custodian, as stated in the IPRA law, as a responsibility of the custodian "**(to) respond to requests in the same medium, electronic or paper, in which the request was made in addition to any other medium that the custodian deems appropriate.**"  
  
I prefer to receive records electronically, and would be happy to provide a computer disk (CD) or USB drive for copying.   
  
If records can be e-mailed, please forward them to yourmemail@gmail.com.  
  
Please contact me with any questions or to schedule an appointment when the documents are available for inspection or copying. My telephone numbers are [505-111-1111](tel:505-753-2126) (office) and [505-111-1111](tel:775-453-4162) (cell), and my fax number is [505-111-1111](tel:505-753-2140).  
  
  
Sincerely,  
YOUR NAME