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 (office) and 505-111-1111 (cell), and my fax number is 505-111-1111.

Sincerely,
YOUR NAME