**Sample RTKL Response: Request Granted (No Fees)**

**[Agency logo / letterhead]**

**Right-To-Know Response**

Date

Requester’s Name

Address [***Note: Responses may be sent by email***]

City, State & Zip Code

Dear [***Requester***]:

Thank you for writing to [***Agency***] to request records pursuant to Pennsylvania’s Right-to-Know Law (“RTKL”), 65 P.S. §§ 67.101 *et seq*.

On [***date request received by agency***], you requested [***description of records requested, or simply restate the request***]. Your request is granted. The requested records are enclosed [***or attached, if responding by email***].

If you have additional questions, please contact [***Agency Open Records Officer***].

Respectfully,

[***Signature***]

[***Agency Open Records Officer’s name***]

[***Contact information***]