

Date

VIA ELECTRONIC MAIL (IF SENT BY EMAIL)

Department of ____ **OR** City/Town of __

Attn: Jane Doe

123 DE Avenue

Delaware, DE 99999

Re: Freedom of Information Act Request

Dear Jane Doe,

Pursuant to the Freedom of Information Act, I am seeking information about the number of grocery stores in Delaware. I would like a waiver for all fees associated with this request. If my request will cost more than \$0.00, please obtain my approval before proceeding with this request and incurring charges. I would like a response to this request within 15 business days delivered in the same manner I requested the information.

Information Requested:

1. The number of grocery stores in Delaware
2. The number of grocery stores in each county

If you have any questions regarding the scope of the request or any other matters, please contact me at xxx@xxxx.xxx or 302-xxx-xxxx.

Thank you,

XXXXXX