

[DATE HERE]

VIA EMAIL AND REGULAR MAIL

John Coleman
Public Information Officer
Maryland Department of Planning
301 West Preston Street, 11th Fl.
Baltimore, MD 21201

johng.coleman@maryland.gov

Re: Public Information Act Request

Dear Mr. Coleman:

Please consider this a request made pursuant to the Maryland Public Information Act, Maryland Code Annotated, General Provisions, Section §4-101 et seq. Specifically, I write to request the following documents and records in the Department of Planning's possession: [PIA REQUEST HERE].

Thank you in advance for your cooperation. Feel free to call my office with any questions.

Sincerely,

Requester Q. Public