

August 14, 2017

Dear \_\_\_\_\_,

Pursuant to the Missouri Sunshine Law (RSMo Chapter 610), I would like to obtain the data of all expenses of the city of \_\_\_\_\_, Missouri, organized by vendor from the last five years. For each Vendor, I would like to gather as much information as possible, including address and/or zip codes of vendor, and any other information pertaining to the vendor or money spent, such as dates and descriptions of each transaction.

I understand that there may be some costs associated with gathering this data. Please inform me of the total cost prior to making the copy and a receipt indicating charges for each document.

According to the statute, this request should be acted upon as soon as possible, but in no event later than the third business day following receipt of this letter. If access to the records I requested is going to take longer, please contact me so we can work out a reasonable date.

If you choose to deny the request, then you are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial.

Thank you for your assistance on this matter.

Respectfully,

Philip Oehlerking  
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