

Date: \_\_\_\_\_

Eric C. Lindhult, Open Records Officer  
Upper Moreland-Hatboro Joint Sewer Authority  
2875 Terwood Road, P.O. Box 535  
Willow Grove, PA 19090-0535

Dear Mr. Lindhult:

Please consider this an official written request for information from the Upper Moreland-Hatboro Joint Sewer Authority. I would like to examine and inspect **[and/or obtain copies or extracts of]** the following documents:

*[List individually the documents you wish to examine, inspect or copy. Be as specific as possible. If additional space is needed, please attach a separate page.]*

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I believe the above documents constitute public records pursuant to Pennsylvania's Right to Know Law, 65 P.S. 66.1 et seq. You may contact me at (address): \_\_\_\_\_  
\_\_\_\_\_ (telephone number): \_\_\_\_\_ regarding  
arrangements for disclosure of the information.

If you decide to refuse this request, please provide me with a written statement of the reasons for denial. If your denial is based upon a statute, regulation or court decision, please cite that law or case, including the specific section or sections you rely upon, in your written response.

I look forward to the Upper Moreland-Hatboro Joint Sewer Authority making this information available to me within five (5) days.

Sincerely,

\_\_\_\_\_  
[your name]

**EXHIBIT "A" TO RESOLUTION 520**