

12325 Hymeadow Drive
Suite 2-100
Austin, Texas 78750



Phone: (512) 250-0411
Fax: (512) 250-0749
TexasMunicipalLawyers.com

[DATE]

[REQUESTOR]
[ADDRESS]
[CITY, STATE, ZIP]

VIA [EMAIL/FAX/FIRST CLASS MAIL]
AND CMRRR: [CERTIFIED NUMBER]

RE: Public Information Act Request dated _____
Entity: [CITY], Texas (hereinafter, the "City")
Date received: _____

Dear [REQUESTOR]:

On [DATE REQUEST RECEIVED], the City received a public information request from you. It is the City's understanding that you are seeking an accident report governed by section 550.065 of the Texas Transportation Code.

Please note that the report you have requested is held and maintained by the Texas Department of Transportation. The City does not maintain a copy of this report in its records. Accordingly, the City is unable to identify any information responsive to your request.

However, the accident report you have requested can be purchased online via the Crash Records Information System ("C.R.I.S.") operated by the Texas Department of Transportation. The following is a link to the C.R.I.S. website:

<https://cris.dot.state.tx.us/public/Purchase/>

Should you have any questions or concerns, please do not hesitate to contact me at [EMAIL ADDRESS].

Very truly yours,