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[DATE]

[REQUESTOR]  
[ADDRESS]  
[CITY STATE ZIP]

[METHOD SENT]

Re: Request for Open Records Decision: City of [CITY]/[LAST NAME OF REQUESTOR]

Dear [REQUESTOR]:

The City of [CITY] ("City") is in receipt of your public information request dated [DATE] in which you requested:

*[COPY OF REQUEST]*

Please note that in order to locate documents responsive to your request staff must review a voluminous amount of information. The staff time required and effort involved to seek and to copy the responsive documents will not permit production within the ten business days noted in the Public Information Act ("PIA").

Therefore, in accordance with Texas Government Code Section 552.221(d), as public information officer for the City, this is to advise you that the documents will be available and all efforts will be made to produce the responsive documents by [SPECIFIC TIME] on [SPECIFIC DATE].

Given the uniqueness of your request, the City feels that these times for production are reasonable and necessary in order for the City to balance meeting the requirements of the PIA to accommodate your requests with our performance of essential functions of our government and our duties to the public.<sup>[1]</sup>

If you have any questions, please contact my office.

Thank you for your attention and consideration.

Sincerely,

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<sup>[1]</sup> Open Records Decision No. 467 (July 7, 1987).