

## Appendix H

### Sample Letter About Withholding Specific Documents (On County Letterhead)

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(Date)

Dear (Requestor):

This is in response to your recent request for documents under the provisions of the Public Records Act, Government Code section 6252, et seq.

This documents that you have requested, (describe documents) are enclosed/will be made available for your inspection and copying.

There are certain documents covered by your request that have been withheld under Government Code section 6255, as the public interest served by not disclosing those documents outweighs the public interest served by their disclosure.

Please contact me if you have any questions.

(Commissioner signature block)

(Optional courtesy copy: county counsel)