**REQUEST FOR ACCESS TO OFFICIAL DOCUMENTS**

**To: Public Communication Unit/Officer**

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(name and address of the institution)

Dear Madam/Sir,

In accordance with the Law on Access to Official documents, I hereby request (to view the original, or obtain paper or electronic copies of) the document:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(DOCUMENT DESCRIPTION)

 Name and surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_