LOCAL GOVERNMENT LETTERHEAD

[DATE]

[NAME OF EMPLOYING AGENCY]
[ADDRESS]

      RE: Open Records Act Request
               Request for Verification of Employment as Law Enforcement Officer

Greetings:

We have received a request to remove personally identifiable information from online property records in accordance with O.C.G.A. § 50-18-78. The request was received from an individual who states that he or she is a law enforcement officer employed by your agency. We are therefore requesting confirmation of this information from your agency.

Please provide any official record confirming that the below named individual is currently employed by your agency as a law enforcement officer:

Name	Rank/Position	Badge or Employee ID No.

Because applicable law imposes a deadline on us to comply with the request to remove personally identifiable information, we are seeking confirmation via the Open Records Act; however, in lieu of a formal response, we can accept such confirmation from your agency head or a human resources representative. Please provide such confirmation, whether formal or informal, to [EMAIL ADDRESS].

Thank you for your prompt attention to this request.

               Sincerely,

               [NAME OF SENDER]