

Date, 2006

Freedom of Information Officer
Illinois Department of Public Health
525-535 West Jefferson Street
Springfield, Illinois 62761

Dear FOIA Officer:

Pursuant to the Illinois Freedom of Information Act, I am requesting the following records with respect to ABCXYZ Nursing Home:

All surveys finding any violations of state licensure or federal certification requirements, dated on or after June 1, 2003.

All complaints filed on or after June 1, 2003.

I am requesting these records on behalf of the family council at the ABCXYZ home, in order to help improve the quality of care at the facility for my mother and other residents.

For this reason, I am requesting that any fee be waived.

I am requesting a response within 7 working days.

Very truly yours,

Your name