

Walla, Walla

November 29, 2004

Name/Address

Dear Name:

This is in response to your public records request dated Date and received on Date. The records you have requested are being processed and will be available for you on or after Date. (or Due to the volume and accessibility of requested records, we anticipate it will take # of days/weeks to complete the retrieval and copying of these records.)

If you should have any questions, please do not hesitate to contact me at Number.

Sincerely,

Name
City Clerk

cc: Affected Departments