

Sample - Freedom of Information Request

Date

Freedom of Information Office
Municipality of xxxxxx
Address
City, Province/State, Postal Code

Dear Sir/Madam,

I am writing with a Freedom of Information request. Please provide the following information:

1. Whether the municipality has its own animal shelter and animal service programme or whether it contracts out sheltering and other animal service work.
2. The total number of cats and dogs (separate the statistics) who were brought into the shelter and how many of those were claimed, adopted, euthanized or sold to research by the shelter, either from the municipality or from the contractor administering the shelter and animal service programme.
3. A copy of the animal services by-law;
4. A copy of the contract if animals services and sheltering is contracted out;
5. The name of the agency that picks up and houses wild animals;
6. A copy of the contract with that agency;
7. The location the wild animals are kept, rehabilitated, released euthanized and the number of wild animals released and the number euthanized.

Thank you for your assistance in this matter.

Sincerely,