



DEPARTMENT OF TOXIC SUBSTANCES CONTROL

400 P Street, 4th Floor
P.O. Box 806
Sacramento, CA 95812-0806



ATTACHMENT 1

(NAME)
(COMPANY NAME)
(STREET ADDRESS)
(CITY AND STATE [SPELL OUT STATE] AND ZIP CODE)

Dear (Mr. or Ms. Name):

PUBLIC RECORDS ACT REQUEST DATED (DATE-ALL CAPS) - (SUBJECT - ALL CAPS)
DTSC PR (HQ, R1, R2, R3, R4) 92/93-0000

We have received your Public Records Act Request for information from the Department of Toxic Substances Control.

Your request has been routed to the appropriate Regional Office and/or Headquarters Unit for research and response.

Please feel free to contact me at () _____, if you have any questions.

Sincerely,

(Name of PRC)

cc: (Branch Chiefs to be cc'ed)

(The PRC is responsible for assigning a docket number to each written public records request.)

ATTACH 1

