

Appendix 1  
(Send by e-mail to recipient)

[date]

Dear [Individual]:

Choose an item. received a Texas Public Information Act ("TPIA") request seeking **[describe information requested]**.

To the extent you or your department maintains responsive information, please provide us all the potentially responsive information by **[deadline]**. Also, if you believe any other employee has some or all of this information, please let us know immediately.

After you complete your search, please reply to this email with one of the following two statements and, if you have responsive materials, please send them to us:

**I performed a diligent search of all locations and devices where I believe responsive information is likely to be stored, and am providing all potentially responsive information.**

**OR**

**I performed a diligent search of all locations and devices where I believe responsive information is likely to be stored, but did not locate any potentially responsive information.**

Thank you for your assistance with this important request.