



RECORDS REQUEST DENIAL LETTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir or Madam:

On \_\_\_\_\_, \_\_\_\_\_ received  
your open records request to inspect/receive copies of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After reviewing the request, this Office is unable to provide you with either all or part of the  
requested record(s). The basis for this denial is:

- No such record(s) exists.
- This office does not maintain record(s) responsive to your request.
- Additional information is needed to identify the requested record(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following law (citation and brief description why access denied):

- Tenn. Code Ann. Section: \_\_\_\_\_
- Court Rule: \_\_\_\_\_
- Common Law Provision: \_\_\_\_\_
- Federal Law (HIPAA, FERPA, etc.): \_\_\_\_\_

If you have any additional questions please contact \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

Records Request Denial Letter  
Tenn. Code Ann. § 10-7-503(a)(2)(B)(ii)