DEMAND TO INSPECT AND COPY RECORDS

From: _____ Address: _____ Email or phone: _____

Date: _____

To: _____ (the "Company") Attention: _____ Address: _____

RE: Written Demand to Inspect and Copy Records

1. DEMAND AND INTEREST

I, _____, make this written demand to inspect and copy the records of the Company described below.

[ ] I am the holder of record of _____ shares of _____ stock of the Company.

[ ] I am the beneficial owner of _____ shares of _____ stock, held of record in the name of _____. Documentary evidence of my beneficial ownership is enclosed.

[ ] I am a member of the Company, holding _____ of its membership interests.

[ ] I am a director or manager of the Company. [ ] Other interest or position: _____

I make this demand under every right to inspect and copy records that the laws of the State of _____ and the Company's governing documents give me.

2. RECORDS REQUESTED

[ ] Minutes of meetings of the owners, the board or managers, and committees

[ ] Actions taken by written consent without a meeting

[ ] Articles or certificate of incorporation or organization, and the bylaws or operating agreement, with amendments

[ ] A current list of shareholders or members, with names, addresses and holdings

[ ] Annual financial statements

[ ] Accounting books and records, including the general ledger

[ ] Other: _____

Unless a description above says otherwise, this demand covers records dated from _____ through the date of this letter.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

3. PURPOSE

I make this demand in good faith and for a proper purpose that is reasonably related to my interest or position in the Company. The purpose of this demand is as follows:

_____

Each category of records listed above is directly connected with that purpose.

4. INSPECTION AND COPIES

[ ] I propose to inspect the records at _____ on _____, beginning at _____. If that place or time is not convenient, please propose another reasonable place and time during regular business hours.

[ ] Instead of an inspection in person, please send me [ ] electronic [ ] paper copies of the records listed above.

[ ] I also ask to make copies of and extracts from the records. [ ] I will pay the reasonable cost of the copies.

Please reply in writing within _____ business days after you receive this letter.

[ ] _____, my _____, may inspect the records with me or for me. My written authorization is enclosed.

[ ] I will use the records only for the purpose stated above and will sign a reasonable confidentiality agreement covering confidential business information.

SIGNATURES

Requester

Signature: _____ Date: _____

Printed Name: _____

ENCLOSURES

_____

_____

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VERIFICATION (OPTIONAL)

State of _____ County of _____

I, _____, being first duly sworn or having affirmed, state that I am the person who signed the demand above, that I have read it, and that the statements in it are true and correct to the best of my knowledge.

Signature: _____

Subscribed and sworn to (or affirmed) before me on _____ by _____, who proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Notary Public: _____ Printed name: _____-
My commission expires: _____ (Seal)

Note: California (Gov. Code § 8202) and Florida (Fla. Stat. § 117.05(13)(a)) prescribe their own jurat wording. A notary there will use the state's form.

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