

SAMPLE FOIA REQUEST LETTER

Agency Head [or Freedom of Information Act Officer]
Name of Agency
Address of Agency
City, State, Zip Code

Re: Freedom of Information Act Request

Dear [insert name]:

This is a request under the Freedom of Information Act, 5 U.S.C. 552.

I request that a copy of the following documents [or documents containing the following information] be provided to me: [identify the documents or information as specifically as possible].

In order to help to determine my status for purposes of determining the applicability of any fees, you should know that I am (insert a suitable description of the requester and the purpose of the request).

[Sample requester descriptions]: a representative of the news media affiliated with the ----
---- newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use. An individual seeking information for personal use and not for commercial use. Affiliated with a private corporation and am seeking information for use in the company's business.

[Optional] I am willing to pay fees for this request up to a maximum of \$----. If you estimate that the fees will exceed this limit, please inform me first.

[Optional] I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest. [Include specific details, including how the requested information will be disseminated by the requester for public benefit.]

[Optional] I request that the information I seek be provided in electronic format, and I would like to receive it on a personal computer disk [or a CD-ROM].

[Optional] I ask that my request receive expedited processing because ----- . [Include specific details concerning your ``compelling need," such as being someone ``primarily engaged in

disseminating information" and specifics concerning your ``urgency to inform the public concerning actual or alleged Federal Government activity."]

[Optional] I also have included an e-mail address and a telephone number at which I can be contacted, if necessary, to discuss any aspect of my request. Thank you for your consideration of this request.

Please respond to this request in the time limits required under law.

Sincerely,

Name

Address

City, State, Zip Code

Telephone number [Optional]

E-mail Address [Optional]