

## Sample FOIA Request Letter

[Date]

Dear FOIA Officer:

Under the Freedom of Information Act, I am requesting access to [identify the records as clearly and specifically as possible including the time period applicable to the records you seek, i.e., 1 month, 2 years, etc.]. [Specify if you are a commercial requester, are representing an educational institution or a noncommercial scientific institution, are a member of the news media or a public interest group, or other.]

If there are any fees charged for searching, reviewing, or copying the records, please supply the records without informing me of the cost if the fees do not exceed \$\_\_\_\_\_, which I agree to pay. If the fees exceed this amount, please let me know prior to fulfilling my request.

I agree to accept "clearly releasable" information so that I may receive records sooner than normal, while yet still maintaining my appeal rights if I disagree with the redactions.

If you have any questions processing this request, please contact me at the following telephone number: [Number].

Sincerely,

[Your Name]

[Return Address]

[Your e-mail Address]