

# SAMPLE FOIA REQUEST

DATE

Freedom of Information Officer  
Requested Agency  
Address of Agency  
City, State, Zip Code

Re: Freedom of Information Act Request

Dear Sir or Madam:

Pursuant to Freedom of Information Act, 5 U.S.C. Sec. 552. I hereby request that a copy of the following documents be provided to me:

{ List your documents and be specific. }

Please be aware that I am

{Use the appropriate description.}

[A representative of the news media affiliated with \_\_\_\_\_ and this request is made as part of news gathering and not for a commercial use. ]

or

[A representative of a public interest organization that publishes or disseminates information and this request is made as part of news gathering and not for a commercial use.]

or

[Affiliated with an education or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use. ]

or

[An individual seeking information for personal use and not for a commercial use. ]

or

[Affiliated with a private corporation; and seeking information for use in the company's business.] {this category will not qualify you for a lower fee}

Please adjust the fee I will be charged accordingly. [or] I am requesting a fee waiver because the information I am requesting will contribute significantly to the public's

understanding of the operations of the government and/or is primarily in the public interest. {If this applies to you.}

As you are aware, the FOIA requires you to release documents in segregable portions in the event they contain exempt material. For any documents or portions that you deny due to specific FOIA exemption, please provide an index itemizing and describing the documents or portions of documents withheld.

I understand I am entitled to make this request under the Freedom of Information Act, and if your agency response is not satisfactory, or if I do not hear a response in the 20 days allowed by law, I am prepared to make an administrative appeal.

If my request is denied or not fully granted, I am also prepared to make an administrative appeal. In future correspondence, please indicate to me the name of the official to whom such an appeal should be addressed. I also know that by law, your agency is required to tell me why my request is denied or not fully granted.

Thank you for your attention to this matter and I hope to hear from you in 20 days.

Sincerely,

Name

Address

City, State, Zip Code

Telephone Number