

Sample FOIA Request Letter

INSTRUCTIONS: Type this content onto your business' letterhead and make out to your FOIA contact. Be sure to replace all the [Brackets] with your information. Print, sign and mail this letter to the address that receives requests.

[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 POC's name]:

This is a request under the Freedom of Information Act. I hereby request copies of the following records [or all records containing the following information]: [IDENTIFY RECORDS OR INFORMATION]

[ATTACH SUPPORTING DOCUMENTS]

As the FOIA requires, please release all reasonably segregable nonexempt portions of documents. [INCLUDE ARGUMENTS FOR RELEASE, IF APPLICABLE.]

In order to help to determine my status to assess fees, you should know that I am: [INSERT REQUESTER DESCRIPTION, examples: an individual seeking information for personal use and not for commercial use; affiliated with BUSINESS NAME and seeking information for the company.]

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 before processing my request.

If you have any questions regarding this request, please contact me at [PHONE and/or E-MAIL]. I look forward to receiving your response within the twenty day statutory time period. Thank you for your consideration of this request.

Sincerely,

[Your name]
[Title]
[Company]
[Address]
[City, State Zip Code]
[Phone]
[Website]