

DISCLAIMER

The following form is provided for informational purposes only and is intended to be used as a guide prior to consultation with an attorney familiar with your specific legal situation. The author is not engaged in rendering legal advice, and this form is not a substitute for the advice of an attorney. If you require legal advice, you should seek the services of an attorney.

[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear FOIA Officer:

This is a request for information filed under the Freedom of Information Act.

I request that you provide me with [**Choose one of the following options and delete the others:** *a copy of the following documents* **or** *documents containing the following information* **or** *all documents containing information regarding the following topic*]:

[**In this paragraph, describe the topic, information, or documents that you want, including, if possible, the name, date, subject matter, and location of the information. To improve your chances of getting all the information you request, be as specific as possible**]

[**This paragraph is optional, but you may want to specify what you are willing to pay for. Here are three options:** *If there are any fees for searching or copying these records, please inform me before filling my request.* **or** *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.* **or** *I request a waiver of all fees for this request since the disclosure of the information I seek is not primarily in my commercial interest, and is likely to contribute significantly to public understanding of the operations or activities of the government, making the disclosure a matter of public interest.* **You may want to provide more detail explaining how your request would be of benefit to public understanding.**]

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

**[Your Name]**