

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

Re: Freedom of Information Act Request

Dear [The Name of the FOIA Officer as listed on the agency's Web site]:

This is a request under the Freedom of Information Act 5 U.S.C. § 552.[SEP]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 to assess fees, you should know I am **[insert a suitable description of the requester and the purpose of the request.]**

[For example, In order to help to determine my status to assess fees, you should know I am]

a representative of the news media affiliated with the _____ (newspaper, magazine, describe publication contract or describe past publication history), and this request is made as part of a news gathering and not for commercial use.

affiliated with _____, an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for 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.

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 a specific explanation.]**

If you deny any part of this request, please cite each specific reason that you think justifies your refusal to release the information and notify me of appeal procedures available to me under the law.

If you have any questions processing this request, you may contact me at the following telephone number or e-mail address : [number and address]. Thank you for your consideration of my request.^[L]_[SEP]Sincerely,

Name ^[L]_[SEP]Address ^[L]_[SEP]City, State, Zip Code ^[L]_[SEP]Telephone Number
[Optional]

[SEP]

Apache-Sitgreaves National Forest Supervisors Office

30 S. Chiricahua

Springerville, AZ 85938

Re: Freedom of Information Act Request

Dear

This is a request under the Freedom of Information Act 5 U.S.C. § 552.^[SEP] I request that a copy of the following documents [or documents containing the following information] be provided to me:

You should know I am a representative of a non-profit educational foundation and this request is made for the advancement of public education.

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.

If you deny any part of this request, please cite each specific reason that you think justifies your refusal to release the information and notify me of appeal procedures available to me under the law.

If you have any questions processing this request, you may contact me at the following telephone number or e-mail address:

(928) 333-2942

hourofthetime@hotmail.com

Thank you for your consideration of my request. [L
SEP]

Sincerely,

John Doyel Shamley

P.O. Box 1046

Eagar, AZ 85925