

Sample FOIA Letter Of Request

Date

VIA CERTIFIED/RETURN RECEIPT

Freedom of Information Act Officer
Agency
Address

Re: Freedom of Information Act Request

Dear Sir:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, I request that I receive the following information:

Describe the information that you are requesting. Although you do not need to specifically name the exact document(s) you are requesting, you need to describe the documents so that the agency will know what to send you.

This information should not be subject to the Freedom of Information Act exemptions and access to the requested documents should be granted within twenty (20) working days.

I also request that if you determine that some of the information requested is exempt from FOIA, that this information be identified by document, along with the statutory basis for your claim and your reasons for not exercising your discretion to release this information. FOIA also provides that if only portions of the file are exempt from release, the remainder of the file must be released. Therefore, I request that I be provided with all non-exempt portions that can reasonably be segregated.

If there is any problem in providing this information, please let me know so that further arrangements can be made.

Thank you for your cooperation.

Sincerely,