

SAMPLE FREEDOM OF INFORMATION ACT
REQUEST LETTER

DATE

CERTIFIED MAIL NO.
RETURN RECEIPT REQUESTED

Name
Address

Re: Freedom of Information Act Request

Dear _____:

Pursuant to the Freedom of Information Act ("FOIA"), 5 U.S.C. § 552, and the Privacy Act 5 U.S.C. § 552(a) on behalf of _____ (*name of person or agency requesting file*), this letter requests that you mail to my office _____ (*names of file requested or description of information that is requested - this description should be as specific as possible and should include type of information, dates letters written to and by whom, etc., if known. Note that the description does not have to specifically name the document by title*).

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.

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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,