

## SAMPLE FOIA REQUEST LETTER TO FEDERAL GOVERNMENTAL AGENCY

[date, year]

Mr./Ms. [name], [title]  
[organization/agency]  
[street address]  
[city, state, zip]

**Re: Freedom of Information Act Request**

Dear [name],

Pursuant to the Freedom of Information Act, 5 U.S.C. sec. 552, *et seq.*, as amended, I am requesting copies of the following documents:

1. [describe documents that you are requesting – \* be sure to include dates]
2. [any additional documents should be listed in numerical order]

On behalf of the [your organization] we agree to reimburse your agency for all costs associated with this request. For purposes of determining such costs, please classify us as an [there are three classifications: educational/news media; commercial; all other] requester.

If you have any questions, please feel free to call me at: [area code - phone number].

Sincerely,

[name]  
[title]