

## Freedom of Information Act Request

Name of Agency:  
Address of Agency:  
City, State, Zip Code  
Date:  
Re: Freedom of Information Act Request

Dear FOIA Coordinator:

This is a request under the Freedom of Information Act.

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 that I am:

\_\_\_ a representative of the news media affiliated with the newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.

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

\_\_\_ an individual seeking information for personal use and not for a 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.

Thank you for your consideration of this request.

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Address \_\_\_\_\_

