Sample Freedom of Information Act Request Letter

Freedom of Information Act Office
DLA Counsel Energy
8725 John J. Kingman Road, Suite 1565
Fort Belvoir, VA 22060

Dear FOIA Officer:

Under the Freedom of Information Act, 5 U.S.C. subsection 552, I am requesting access to [identify the records as clearly and specifically as possible (i.e, Solicitation number, contract number, line item description and number, etc.)].

In order to help you determine my status for the purpose of assessing fees, you should know that I am [insert one of the descriptions below].

> a representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.) and this request is made a 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.
>
> affiliated with a private business and am seeking information for use in the company's business.
>
> an individual seeking information for personal use and not for a commercial use.

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.

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

Optional: If you have any questions about handling this request, you may telephone me at _____(home phone), _____(office phone) _____ (facsimile), or _____(e-mail).

Sincerely,

(Signature)

Name
Company Name
Address