

SAMPLE Freedom of Information Act Request

Your name and address goes below

Joe Doe
123 Anystreet
Any town, State and ZIP
123 456-7890

December 10, 2008

FOIA/PA Request
Disclosure Services
Department of the Treasury
Washington, DC 20220

FOIA REQUEST

Dear FOI Officer:

Pursuant to the federal Freedom of Information Act, 5 U.S.C. § 552, I request access to and copies of All records related to me / my travel / my whatever financial transaction / my designation / etc./ which is otherwise not exempted or excluded under Title 5 of the United States Code, section 552.

I agree to pay reasonable duplication fees for the processing of this request in an amount not to exceed \$100. However, please notify me prior to your incurring any expenses in excess of that amount.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the act. I will also expect you to release all segregable portions of otherwise exempt material. I, of course, reserve the right to appeal your decision to withhold any information or to deny a waiver of fees.

I look forward to your reply within 20 business days, as the statute requires.

Thank you for your assistance.

Sincerely,

Joe Doe

Generate your request online at: http://www.rcfp.org/foi_letter/generate.php