

[Insert Date]

[Insert Name of Agency]
Attention: FOIA Officer
[Insert Address of Agency]
[Insert City, State, Zip Code]

RE: FREEDOM OF INFORMATION ACT REQUEST

To the Freedom of Information Act Officer:

Under the Freedom of Information Act, 5 U.S.C. § 552, I request copies of the following:
[insert a list of the specific documents you are requesting or describe the information you need as specifically as you can. For example:

- 1. Copies of any documents that assess the potential environmental effects, which [specific action] may have on the [name of resource]; and*
- 2. Copies of [Company's permit applications] to the Agency and any related information, correspondence or documents.]*

Please waive any fees connected with this request under 5 U.S.C. § 552(a)(4)(A)(iii) since disclosure of the information I have requested is in the public interest. The information I requested is likely to contribute significantly to public understanding of the operations or activities of the government. This information will not be used for my financial or commercial gain.

If for any reason my request for information cannot be handled free of charge, please notify me immediately of the reason behind the denial and the cost that will be involved **prior to any copying.**

I respectfully request a response within 20 days. Also, if any part of this request is denied, please inform me of the specific grounds for that denial. Finally, if part of a document that I requested is exempt from disclosure, please provide me with the non-exempt portions.

Thank you for your assistance. Please call me at *[insert phone number with area code]* or email me at *[insert email address]* if any clarification of this request is necessary.

Sincerely,

Name
Address
Phone/Fax number
Email address