

Sample: FOIA Request Letter

RE: Freedom of Information Act Request

Bureau of Engraving and Printing
14 th & C Streets, SW.
Washington, DC
Disclosure Services

Disclosure Officer:

Under the Freedom of Information Act, I am requesting copies of _____.

I agree to pay a total of \$_____ associated with processing my FOIA request. Please let me know before you complete my request, if the cost exceeds \$_____ which I agree to pay.

I am a _____ and seek this information for _____ purposes. If you deny any part of or all of this request, please cite the specific exemptions applicable to withholding the information. If there are any questions, I may be contacted on telephone number(s).

Sincerely,

Name

Address