

[**Name of Person Making Request** (First, Last)]
[**Street Address**]
[**City, State, and Zip Code**]
[**Telephone Number**]
[**Email Address**]

[**Name of FOIA Coordinator** (if applicable)]
[**Name of Agency or Organization**]
[**Street Address**]
[**City, State, and Zip Code**]
[**FAX Number / Email Address** (for requests sent via FAX or email)]
[**Date**]

Request for Records Pursuant to the Freedom of Information Act

Dear Sir or Madam:

Pursuant to the Freedom of Information Act, 5 U.S.C. Section 552 et seq (“FOIA”), I hereby request that I be allowed access to, or in the alternative, copies (preferably electronic) of records that meet the following criteria, related to [**Description of Records Requested**].

If the agency decides to withhold any record(s) or redact any information from the record(s), please state the legal basis you assert for each such decision.

I agree to pay reasonable fees for the records, including actual costs up to [**\$X**]. Please contact me if I may assist your completion of this request.

Yours Sincerely,

[**Signature of Requester**]