

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Appeal – Cites FOIA

Dear :

On {date}, I sent a letter to your agency requesting the records pertaining to the event that occurred on {date}. Yesterday, I received your letter stating that your agency would not release the records into my custody. I am writing you again to re-request the records. As a federal regulated agency, under the Freedom of Information Act, you are required to release the records via my written request. I have studied the act and you are not exempt by either of nine exemptions or three exclusions contained in the statute.

Please forward the records to me at your earliest convenience. If you have any questions, please do not hesitate to contact me. Thank you for your cooperation.

Sincerely,

N A M E