

Official request for public records or government information

Subject: Freedom of Information Act Request - [Specific Records]

To Whom It May Concern:

I am writing to request information under the Freedom of Information Act (FOIA). I am seeking access to the following records:

[Detailed description of requested records, including dates, departments, and specific documents]

This request is being made for [personal use/journalistic purposes/research]. I understand that processing fees may apply and am prepared to pay reasonable costs associated with this request. If fees are expected to exceed \$50, please contact me for approval before proceeding.

To help expedite this request, I have provided as much specific detail as possible about the records sought. If you need any clarification or additional information to process this request, please contact me at [phone number] or [email address].

I request that records be provided in electronic format when possible to reduce copying costs and processing time.

Please acknowledge receipt of this request and provide an estimated timeline for completion. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Address]

[Date]

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