

Freedom of Information Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Access to Information Under the Freedom of Information Act

I am writing to formally request access to information under the Freedom of Information Act. I am seeking the following information:

[Clearly specify the information you are requesting, including dates, subjects, and any relevant details.]

Please let me know if there are any fees for searching or copying the information requested. If my request is denied in whole or in part, please provide a detailed explanation for the denial.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]