

# Freedom of Information Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Sir/Madam"],

Under the Freedom of Information Act, I am writing to request access to the following public records: [Describe the records you seek, including any relevant dates, subjects, or specific details that will help in locating the information].

If there are any fees for searching or copying these records, please inform me beforehand if the cost exceeds [Insert a specific amount, if desired].

I look forward to your response and appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]