

Freedom of Information Request Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Freedom of Information Request

Dear [Recipient's Name],

I am writing to request access to information under the Freedom of Information Act for research purposes. My research focuses on [briefly describe the topic of your research].

Specifically, I am seeking the following information:

- [Detail what information you are requesting]
- [Specify any relevant dates or time periods]

If there are any fees for searching or copying this information, please inform me beforehand. I am willing to pay reasonable charges for the processing of this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]