

# Request for Expedited Freedom of Information Processing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request expedited processing of my Freedom of Information Act (FOIA) request submitted on [insert submission date] regarding [briefly describe the information requested].

According to the FOIA guidelines, I believe that my request meets the criteria for expedited processing due to [provide reasons such as urgency to inform the public about an actual or alleged federal government activity, etc.].

I respectfully request that you prioritize this request and respond as soon as possible. Thank you for your consideration.

Sincerely,

[Your Name]