

Freedom of Information Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to information under the Freedom of Information Act concerning [specific information or topic you are inquiring about]. Given the urgency of this inquiry, I kindly ask you to expedite the process.

Details of the request are as follows:

- Specific topics of interest: [List topics]
- Timeframe: [Specify timeframe]
- Preferred format: [e.g., electronic or paper]

Please let me know if there are any fees associated with this request. As this inquiry is time-sensitive, I would appreciate your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]