

Name of Agency
Address
City, State, Zip

Re: Freedom of Information Act Request 5 U.S.C. § 552

Dear _____ :

I request that a copy of the following document(s) be provided to me pertaining to _____ (name the circumstances of which you are requesting information).

List all of the information that you are requesting in paragraph by paragraph format.

1.

2.

In order to help to determine my status to assess fees, you should know that I am an individual seeking information for personal use and not for commercial use. Should there be any fees involved please notify me first for my approval.

Thank you for your consideration of my request.

Sincerely,

Name
Address
City
State
Zip Code
Phone number
Email address