

## SAMPLE FOIA REQUEST LETTER

[Date]

[Return Address]

Terrie Ray, FOIA Officer  
USDA-RMA-PSS  
Stop 0821  
1400 Independence Ave., SW  
Washington, d.C. 20250

Dear FOIA Officer:

This is a request under the Freedom of Information Act. I am requesting a copy of the following documents [or documents containing the following information] be provided to me: [identify the documents or information as specifically as possible, i.e., location of documents, time created, etc.]. [Specify if you are a commercial requester, are representing an educational institution or a noncommercial scientific institution, are a member of the news media or a public interest group, or other.]

If there are any fees charged for searching or copying the records, please let me know before you fill my request. [Or, please provide the records without informing me of the cost if the fees do not exceed \$ \_\_\_\_\_, which I agree to pay.]

If you deny any part of this request, please cite each specific reason that you think justifies your refusal to release the information. Please notify me of appeal procedures available under the law.

If you have any questions processing this request, you may contact me at the following telephone number: [number].

Sincerely,

[your name]