

# Sample Freedom of Information Act Request Letter

Date

Disclosure Office (FOIA)  
Financial Crimes Enforcement Network  
P.O. Box 39  
Vienna, VA 22183

Re: Freedom of Information Act Request

Dear [Disclosure Officer or Coordinator's Name]:

This is a request under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, for [a copy of the following document(s) or document(s) containing the following information (identify the document(s) or information as specifically as possible)].

[Optional: If there are any fees for processing these records, please inform me before filling my request.]

[Optional: I am willing to pay fees for this request up to a maximum of \$\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.]

[Optional: I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest (include a specific explanation).]

If you deny any or this entire request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of appeal procedures available to me under the law.

[Optional: If you have any questions about this request, you may contact me by telephone at \_\_\_\_\_ (office phone) or \_\_\_\_\_ (cell/home phone).]

I look forward to your reply within 20 workdays (excluding Saturdays, Sundays, and legal holidays), as the statute requires.

Thank you for your consideration of this request.

Sincerely,

Company Name [If Applicable]  
Name  
Address  
City, State, Zip Code  
Telephone number [Optional]