

UNCLASSIFIED

Sample Request Letter

Date

Office of Information Programs and Services  
A/GIS/IPS/RL  
U. S. Department of State  
Washington, D. C. 20522-8100

Dear FOIA Officer:

This is a request filed under the Freedom of Information Act.

Date range of request: November 1, 1985 through December 31, 1985

Description of Request:

Please search the records of the Bureau of Near Eastern Affairs and the Central Foreign Policy Files for all documents, including briefing papers and talking points, regarding a meeting between Assistant Secretary of State for Near East and South Asia Richard Murphy and Iraqi President Saddam Hussein in Baghdad on December 1, 1985.

I am willing to pay up to \$50 for the processing of this request. Please inform me if the estimated fees will exceed this limit before processing my request.

I am seeking information for personal use and not for commercial use.

Thank you for your consideration,

Name  
Address