

PUT YOUR LOGO HERE

DATE

ADDRESS THE FOIA OFFICER HERE:

NAME

ADDRESS

PHONE NUMBER

EMAIL

FOIA REQUEST

Dear FOIA Officer:

Pursuant to the federal Freedom of Information Act, 5 U.S.C. § 552, I request access to

IF DOCUMENTS: Explain what you are requesting. If you know the title of the document or any identifying information about it, such as who created it or what the document was called, be sure to include that.

IF DATA: If you know what the database is called, name the database and the fields you would like exported. If you do not, say “data responsive to show” and be as specific as you possibly can with what you want from the database.

IF YOU DON'T KNOW: Say “records responsive to show” and explain as specifically as possible what you are seeking. Offer key words if possible. Say, “This should include but is not limited to all emails, memos, internal communications and reports.”

INTERNAL COMMUNICATIONS: If you are seeing internal communications (like emails, memos, etc) specify a date range and from whom and to the communications would be from. Try to offer specific key words the records officer can use to locate the documents. Be as specific as possible.

I would like to receive the information in the following format: electronic, and in machine readable format. Preferably by email, but if this is not possible I will accept the material on a CD mailed to my address. **NOTE: This is a good catch all but sometimes is not applicable. Find out what format the information is kept in if you can.**

IF DATA: Request a CSV file.

As a representative of the news media I am only required to pay for the direct cost of duplication after the first 100 pages. This information is being sought on behalf of WHATEVER ORGANIZATION YOU ARE WITH AND A DESCRIPTION OF WHAT IT IS.

Please waive any applicable fees. Release of the information is in the public interest because **WHY IT IS IN THE PUBLIC INTEREST (be specific. Don't just say 'the public has a right to know x' — specifically say why this document is important enough to receive a fee waiver).**

I, of course, reserve the right to appeal your decision to withhold any information or to deny a waiver of fees.

As I am making this request as a journalist and this information is of timely value, I would appreciate your communicating with me by telephone or email, rather than by mail, if you have questions regarding this request.

I also ask that this request be expedited under terms of the Freedom of Information Act. Expedited processing is allowed for requests that show a “compelling need,”¹ and **YOUR ORGANIZATION** is primarily engaged in disseminating information, with an urgency to inform the public concerning federal government activity.

Under this provision, I ask that expedited processing be allowed with a certification of “compelling need.” As the Act states, you have 10 days to decide whether to grant expedited processing.

Our rationale for expedited processing under the “compelling need” stipulation is as follows: **WHY THIS IS SOMETHING THEY SHOULD RUSH (again, be specific. Why is this document more important than the other documents they have public requests for?).**

I look forward to your reply, as the statute requires.

Thank you for your assistance.

Sincerely,

YOUR NAME
ORGANIZATION
ADDRESS
PHONE
EMAIL

¹ The Freedom of Information Act, 5 U.S.C. [§ 552\(a\)\(6\)\(E\)\(i\)\(I\), \(II\)](https://www.justice.gov/oip/freedom-information-act-5-usc-552), <https://www.justice.gov/oip/freedom-information-act-5-usc-552>