

Freedom of Information Act Request Sample Form

Date:

Freedom of Information Act Officer
Name of Agency
Address of Agency
City, State, Zip Code

Freedom of Information Act Request

Dear _____:

This is a request under the Freedom of Information Act.

I request that a copy of the following documents case # *normally these have a case number that you may request. If you do not know the case number you should request any and all documents pertaining to the incident and your family member* **be provided to your name and relationship.**

I am seeking this information for personal use and not for a commercial use. I request a waiver of all fees because it is for my personal understanding of operations and activities of the government *or whatever agency you are requesting information from* **and help me to understand the circumstance, my loved ones last moments and ultimately help my grieving process.**

You may add this if you wish but I would leave this out at least the first time around **If there is a fee for this request I am willing to pay up to \$_____. If you estimate that the fees will exceed this limit, please inform me first.**

Thank you for your consideration of this request.

Sincerely,

Name

Address

City, State, Zip Code

Telephone *If you do not include all your information they will more than likely deny your request*

Freedom of Information Act Sample Appeal Letter

Date

Appeal Officer
Name of Agency
Address of Agency
City, State, Zip Code

Re: Freedom of Information Act Appeal

Dear _____:

This is an appeal under the Freedom of Information Act.

On *date*, I requested documents under the Freedom of Information Act. My request was assigned the following identification number: _____. On *date*, I received a response to my request in a letter signed by *name of official*. I appeal the denial of my request.

Use one of these for the appeal

- The documents that were withheld must be disclosed under the FOIA because....
- I appeal the decision to deny my request for a waiver of fees. I believe that I am entitled to a waiver of fees. Disclosure of the documents I requested is in the public interest because it is for my personal understanding of operations and activities of the government *or whatever agency you are requesting information from* and help me to understand the circumstance, my loved ones last moments and ultimately help my grieving process. *Provide more details*
- I appeal the decision to require me to pay review costs for this request. I am not seeking the documents for a commercial use. *Provide more details*
- I appeal the decision to require me to pay search charges for this request. I am a family member seeking information. *Provide more details*

Thank you for your consideration of this appeal.

Sincerely,

Name
Address
City, State, Zip Code

Telephone *If you do not include all your information they will more than likely deny your request*