

Federal Bureau of Investigation  
Record Information/Dissemination Section  
Service Request Unit, Room 6359  
935 Pennsylvania Avenue, N.W.  
Washington, D.C. 20535

FBI Portland  
Suite 400, Crown Plaza Building  
1500 Southwest 1st Avenue  
Portland, Oregon 97201-5828

**[Date]**

Re: Freedom of Information Act Request

Attention:

This letter constitutes a request under the Freedom of Information Act , 5 U.S.C. § 552, on behalf of **[Name]**, **[Address]**.

I request disclosure of any records that were prepared, received, transmitted, collected and/or maintained by the FBI, relating to **[Subject of Additional FOIA Request. Include sufficient detail or additional information to facilitate a reasonable search, and list multiple particular requests in different numbered sections]**.

**[Your Status – Choose One]**

I am an individual seeking information for personal, non-commercial use. I understand that I may not be charged fees for the first two hours of search time, or for the first one hundred pages of duplication. 5 U.S.C. § 552(a)(4)(A)(iv)(II).

**[OR]**

I am affiliated with an educational or noncommercial institution, and this request is made for scholarly purposes. I am entitled to a waiver of fees through my affiliation with **[Name of Organization]**.

**[OR]**

I am a representative of the news media and this request is made part of a news gathering and not for commercial use. I am entitled to a waiver of fees through my affiliation with **[Name of media]**.

The maximum amount I am willing to pay for processing of this request and copying fees is \$ \_\_\_\_\_.

If this request is denied in whole or in part, I request that you justify all deletions by reference to specific exemptions of the FOIA. Please provide all segregable portions of otherwise exempt material. I reserve the right to appeal a decision to withhold any information or to deny a waiver of fees.

Please sent all records, as they become available, to this address:

**[Name, Address]**

Sincerely,

**[Name].**