

**Sample: FOIA Request Letter**

**RE: Freedom of Information Act Request**

Bureau of Engraving and Printing  
14 th & C Streets, SW.  
Washington, DC  
Disclosure Services

Disclosure Officer:

Under the Freedom of Information Act, I am requesting copies of \_\_\_\_\_.

I agree to pay a total of \$\_\_\_\_\_ associated with processing my FOIA request. Please let me know before you complete my request, if the cost exceeds \$\_\_\_\_\_ which I agree to pay.

I am a \_\_\_\_\_ and seek this information for \_\_\_\_\_ purposes. If you deny any part of or all of this request, please cite the specific exemptions applicable to withholding the information. If there are any questions, I may be contacted on telephone number(s).

Sincerely,

Name

Address