

SAMPLE FOIA REQUEST LETTER

Date _____

Your name or your company's name

Your address or your company's address

Your phone number/email (optional)

This is a request under the Freedom of Information Act/Privacy Act. I request that a copy of the following documents (identify the documents or information as specifically as possible below) be provided to me. I do not wish to inspect the documents first. In order to determine my status for the applicability of fees, you should know that I am (insert a suitable description of the requester and the purpose of the request).

Sample requester descriptions (please choose only one if applicable):

_____ A Private Citizen and Resident of the Commonwealth of Virginia.

_____ A Media Requester: a representative of the news media affiliated with the XXXX newspaper (magazine, television station, etc.), and this request is made as part of newsgathering and not for a commercial use.

_____ An Educational Institution Requester or a Non-Commercial Scientific Institution Requester affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

_____ A Commercial-Use Requester affiliated with a private corporation, seeking information for use in the company's business.

An "Other" Requester seeking information for personal or non-commercial use.]

As proof of identity I am including a photocopy of my driver's license, notarized declaration, sworn statement, etc. as provided by Code re: "Establishing Proof of Identity and Right to Access"

I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first.

Purpose of this request:

Specific documents or information requested (attached additional sheets if necessary):

Sincerely,

[your signature]