

SAMPLE REQUEST UNDER FREEDOM OF INFORMATION ACT

Date: [date]

To: [name of individual/company]
[address]
[city, state, zip]
Attention: [name if known]

Dear *[Mr./Mrs. Smith, e.g.]*,

This request is made pursuant to the Federal Freedom of Information Act. I hereby request disclosure of any information about me that may be maintained in your files, to the extent disclosure is required by law.

Please direct response to:

Thank you for your assistance.

Signed in the presence of:

Witness

Signature

[full name]

Other names known by:

[address]

[social security number]
