

SAMPLE FOIA REQUEST LETTER

DATE

COMPANY NAME (IF APPLICABLE)
NAME
ADDRESS
CITY, STATE ZIP CODE + 4
COMMERCIAL TELEPHONE

118AW/SCBI (FOIA MANAGER)
240 Knapp Blvd
Nashville TN 37217

Dear FOIA Manager:

Under the Freedom of Information Act (FOIA), I request (Identify the document or information as specifically as possible).

I am willing to pay all required fees incurred in providing this information.

(Optional: I am willing to pay required fees for this information up to maximum of \$_____. If fees exceed this amount, please obtain payment approval prior to incurring the dept or providing the information.)

Sincerely
(PRINTED NAME AND SIGNATURE)