

# SAMPLE STATE FOIA

*(Date)*

Freedom of Information Act Officer for *(Fill in Agency, Municipality, etc)*  
*(Address)*  
*(City, State, Zip Code)*

## **RE: Freedom of Information Act Request**

To Freedom of Information Act Officer for *(fill in Agency, Municipality, etc)*

Pursuant to the Illinois Freedom of Information Act, we hereby request that the *(fill in Agency, Municipality, etc)* provide copies of the following records or documents within the statutory time period of five (5) days.

Please provide all documents, materials, letters, notations, communications, e-mails and writings, including all such information that is stored on a computer or in an electronic format pertaining to *(facility of interest)*, including, but not limited to:

1. *(fill in documents, etc of interest)*
- 2.
- 3.
- 4.

This request is not for a commercial purpose as defined in the applicable statute.

In the event any portion of this request is denied, please identify with specificity the statutory basis. Excluding those pages which are to be free under statute, please contact me and advise of the copying costs, if any, and I will make arrangements for payment and pickup of the documents. I can be reached at *(fill in phone number and/or email)*

Thank you for your attention to this matter.

Sincerely,

*(Signature)*

*(Printed name)*

*(Date)*

# SAMPLE FEDERAL FOIA

Freedom of Information Act Officer for *(Fill in Agency, Municipality, etc)*  
*(Address)*  
*(City, State, Zip Code)*

## **RE: Freedom of Information Act Request**

To Freedom of Information Act Officer for *(fill in Agency, Municipality, etc)*

Pursuant to the Federal Freedom of Information Act, we hereby request that the *(fill in Agency, Municipality, etc)* provide copies of the following records or documents within the statutory time period of seven (7) days.

Please provide all documents, materials, letters, notations, communications, e-mails and writings, including all such information that is stored on a computer or in an electronic format pertaining to *(facility of interest)*, including, but not limited to:

1. *(fill in documents, etc of interest)*
- 2.
- 3.
- 4.

This request is not for a commercial purpose as defined in the applicable statute.

In the event any portion of this request is denied, please identify with specificity the statutory basis. Excluding those pages which are to be free under statute, please contact me and advise of the copying costs, if any, and I will make arrangements for payment and pickup of the documents. I can be reached at *(fill in phone number and/or email)*

Thank you for your attention to this matter.

Sincerely,

*(Signature)*

*(Printed name)*