

Date

FOIA Officer

Agency

Address

Re: Freedom of Information Act Request

Dear Sir;

Pursuant to the Freedom of Information Act (5 U.S.C. # 552). I request that the xxxxx produce all correspondence, memoranda, reports, records, statements, audits, lists of names, applications, diskettes, letters, expense logs and receipts, calendar or diary logs, facsimile logs, telephone records, call sheets, tape recordings, video/movie recordings, notes, examinations, opinions folders, files, books, manuals, pamphlets, forms, drawings, charts, photographs, electronic mail, and other documents and things that refer of or relate to the following in any way, within (20) business days:

Xxxxxxxxxxxxxxxxxx Topic

If any responsive record or portion thereof is claimed to be exempt from production under FOIA, sufficient identifying information (with respect to each allegedly exempt record or portion thereof) must be provided to allow the assessment of the propriety of the claimed exemption. Vaughn v. Rosen, 484 F.2nd 820 (D.C. Cir 1973), cert denied, 415 U.S. 977 (1974). Additionally any reasonably segregable portion of a respective record must be provided after redaction of any allegedly exempt material to me, as the law requires. 5 U.S.C. # 522 (b).

In order to help to determine my status for purposes of determining the applicability of any fees, you should know that I am a citizen doing my own research for the purposes of advancing my working knowledge of our governmental functions. I am willing to pay fees up to the amount of \$ 30.00. If the fees will exceed this amount, please inform me before fees are incurred. I can be contacted at : 000-000-0000, prefer Fax 000-000-0000, if necessary to discuss any aspect of this request.

An initial copy of this document was faxed to you on Month-day-year, with my signature affixed, and the Original signed request sent to you Certified US Mail, return receipt requested on month-day-year, per the FOIA requirements.

I look forward to receiving the requested documents and a full fee waiver within twenty (20) business days.

John Citizen
10000 Street
Anycity, Texas zip