

Letterhead

Date ____ / ____ / _____,

**F.O.I.A.
REQUEST**

Address to:

Dear Mr./Ms.,

Pursuant to the Freedom of Information Act, I am requesting to review:

***See Attached Letter**

Please send a copy of this information to me at the address indicated below.

Please contact me to arrange a convenient place, date, and time when I may review the records and make needed copies.

As required under the Freedom Of Information Act, I expect your response within 20 (twenty) working days.

I am requesting this information so that the **(enter organization's name)** and other members of the public can better understand and participate in the public process related to **(add brief statement why you want the information—example: We want the Forest OHV trail map to better understand the location of OHV use on the Eldorado National Forest)**. I am not seeking this information for commercial purposes, and I will not sell this information. I request that this information be provided free of charge, pursuant to the Freedom of Information Act and the Counsel of Environmental Quality's regulations implementing the National Environmental Policy Act. (5 U.S.C. sec. 552, subd. (a) (4) (A) (iii); 7 CFR Subpart A, Appendix A, Section 6 (a) (2), 6 (a) (3) (ii), 6 (a) (3) (iii); 40 CFR sec. 1506.6, subd. (f).) If there will be a charge, please contact me so that I may confirm, amend, or withdraw my request before you process it and send me a bill.

I am not asking for information that is: (1) classified in the interest of national defense, (2) related solely to internal personnel rules, (3) confidential trade secrets or commercial information, (4) non-factual information, (5) clearly an unwarranted invasion of personal privacy, (6) reasonably expected to interfere with an ongoing law enforcement investigation or prosecution, (7) any other information exempt from disclosure by section 5 U.S.C. 552, subd. b.

If you deny all or any part of this request, please cite each specific exemption you believe justifies your refusal to release the information, and notify me of any appeal procedures available under the law.

Sincerely,

**Name
Address
Phone
e-mail**

***Attach a letter with your information request.**

Note: Be as specific as possible and ask the agency to call you if they have any questions. Under FOIA, Federal agencies are under no obligation to create new data for you, only to give you what exists in their records however that information is stored.