

Sample FOIA Appeal Letter

Agency Head [or Appeal Officer]
Name of Agency
Address of Agency
City, State, Zip Code
Re: Freedom of Information Act Appeal.

Dear _____:

This is an appeal under the Freedom of Information Act.

On [date], I requested documents under the Freedom of Information Act. My request was assigned the following identification number _____. On [date], I received a response to my request in a letter signed by [name of official]. I appeal the denial of my request.

[Optional] The documents that were withheld must be disclosed under the FOIA because. . . .

[Optional] I appeal the decision to deny my request for a waiver of fees. I believe that I am entitled to a waiver of fees. Disclosure of the documents I requested is in the public interest because the information is likely to contribute significantly to public understanding of the operation or activities of government and is not primarily in my commercial interest. [Provide details]

[Optional] I appeal the decision to require me to pay review costs for this request. I am not seeking the documents for a commercial use. [Provide details]

[Optional] I appeal the decision to require me to pay search charges for this request. I am a reporter seeking information as part of news gathering and not for commercial use.

Thank you for your consideration of this request.

Sincerely,

Name
Address
City, State, Zip Code
Telephone Number [Optional]