

10. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for the proposed project.

Agency Head (or head of Agency)
Name of Agency
Address of Agency
City, State, Zip Code
Re: Freedom of Information Act Request

Dear _____

This is a request under the Freedom of Information Act for a copy of the following document(s) and/or information: _____

[Insert a suitable description of the request and the purpose of the request here.]

[Optional] I am enclosing a check for the fee of _____.

[Optional] I request a waiver of all fees for this request. Disclosure of the information requested is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and not primarily in my commercial interest. [Include specific explanation.]

Thank you for your consideration of this request.

Name _____
Address _____
City, State, Zip Code _____
Telephone Number (Area Code) _____

Date: _____

Typed Name and Title: _____

Signature: _____