

## SAMPLE FOIA REQUEST LETTER

A sample FOIA request letter is shown below. Keep a copy of your request. You may need to refer to it in further correspondence with the agency.

Date

CMS FOIA Officer  
Centers for Medicare & Medicaid Services  
Mailstop N2-20-16  
7500 Security Boulevard  
Baltimore, MD 21244

Dear \_\_\_\_\_:

Under the Freedom of Information Act, 5 U.S.C. subsection 552, I am requesting access to [identify the records as clearly and specifically as possible].

In order to help you determine my status for the purpose of assessing fees, you should know that I am [insert one of the descriptions below]

a representative of the news media affiliated with the \_\_\_\_\_ news organization and this request is made as part of news gathering and not for commercial use.

affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

affiliated with a private business and am seeking information for use in the company's business.

an individual seeking information for personal use and not for a commercial use.

[Optional] I am willing to pay fees for this request up to a maximum of \$\_\_. If you estimate that the fees will exceed this limit, please inform me first.

[Optional] I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest. [Include specific details, including how the requested information will be disseminated by the requester for public benefit.]

[Optional] I request that the information I seek be provided in electronic format, and I would like to receive it on a personal computer disk [or a CD-ROM].

[Optional] I ask that my request receive expedited processing because \_\_\_\_\_. [Include specific details concerning your "compelling need," such as being someone "primarily engaged in

disseminating information” and specifics concerning your “urgency to inform the public concerning actual or alleged Federal Government activity.”]

[Optional] If you have any questions about handling this request, you may telephone me at \_\_\_\_\_ [home / office / mobile phone.]

Sincerely,

Name

Address