

Re: Freedom of Information Act Request

This letter constitutes a request under the Freedom of Information Act , 5 U.S.C. § 552, on behalf of _____

I request disclosure of any records that were prepared, received, transmitted, collected and/or maintained by the _____ relating to “ _____ ,”

I am an individual seeking information for personal, non-commercial use. I understand that I may not be charged fees for the first two hours of search time, or for the first one hundred pages of duplication. 5 U.S.C. § 552(a)(4)(A)(iv)(II).

The maximum amount I am willing to pay for processing of this request and copying fees is \$. If the fees are over \$, please notify me of the cost to approve.

I'd also like to request a fee waiver because:

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If this request is denied in whole or in part, I request that you justify all deletions by reference to specific exemptions of the FOIA. Please provide all segregable portions of otherwise exempt material. I reserve the right to appeal a decision to withhold any information or to deny a waiver of fees.

Please send all records, as they become available, to this address:

Sincerely,