

Sample FOIA Request Letter

Name of FOIA Officer

Name of DOT Component (*FAA, FHWA, FMCSA, FRA, FTA, GLS, MARAD, NHTSA, OIG, OST, PHMSA*)

Address of DOT Component

City, State, Zip Code

Re: FOIA Request

Dear [FOIA Officer]:

This is a request under the Freedom of Information Act. I request copies of the following records:
[identify records as specifically as possible, including data range, if applicable].

To help determine my status to assess fees, you should know that I fall in the following fee category
[insert one of the descriptions below]:

- **Commercial Use** (making a request for records that furthers a commercial, trade, or profit interest, or that of someone on whose behalf I am making this request.) *[Note: This category of requesters pays all search, review, and duplication fees.]*
- **Educational or Non-Commercial Scientific Institution.** (Submitted on behalf of a school or student for scholarly research **or** submitted by a non-commercial scientific organization operating solely for the purpose of conducting scientific research and not intended to promote a particular product or industry.) *[Note: This category of requesters pays for duplication, after the first 100 pages.]*
- **Representative of the news media** -- affiliated with _____ (news organization). I am actively gathering news for an entity that is organized and operated to publish or broadcast news to the public. *[Note: This category of requesters pays for duplication, after the first 100 pages.]*
- **“All Other”** -- includes anyone who doesn’t fit into the first two categories. *[Note: This category of requesters pays for search, after the first 2 hours, and for duplication, after the first 100 copies.]*

I am willing to pay \$**xxx.xx**. *[Note: All requesters must submit a willingness to pay fees regardless of their fee category. We will contact you if our fee estimate exceeds the amount you provide.]*

If you have any questions regarding this request, please contact me.

Sincerely,

Requester’s name

Requester’s mailing address

Requester’s telephone number

Requester’s e-mail address