Sample FOIA Request Letter

Name of FOIA Officer
Name of DOT Component (FAA, FHWA, FMCSA, FRA, FTA, MARAD, NHTSA, OIG, OST, PHMSA, SLSDC)
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