

SAMPLE FOIA APPEAL

DATE

Freedom of Information Officer
Requested Agency
Address of Agency
City, State, Zip Code

Re: Freedom of Information Act Appeal

Dear [person given in response as officer in charge of appeals]:

Under the provisions of the Freedom of Information Act, 6 U.S.C. Sec. 552(a), I hereby appeal the withholding of all [or in some cases a portion] material or information referred to in your agencies response letter received on[date]. For your reference, my request was assigned the following identification number: [000 000-000].

Please review all of the deletions, excisions, and withholdings of information covered by the relevant Freedom of Information Act request, and release this information to me within twenty days.

Given the compelling need to obtain the material requested in the referenced request, I shall be compelled to initiate court action on this matter promptly after the 20-day appeal period has ended.

Thank you for your attention to this matter.

Sincerely,

Name
Address
City, State, Zip Code
Telephone Number