# Freedom of Information Request

*This document serves as a formal request to access public records under applicable transparency or Freedom of Information (FOI/FOIA) laws. It can be submitted to government bodies, public agencies, or other institutions subject to transparency statutes.*

**To:** {agencyName}

**Address:** {agencyAddress}

**Date:** {requestDate}

Dear {agencyContactName},

I am writing to formally request access to information under the **Freedom of Information** legislation applicable in your jurisdiction. This request is made under the relevant public records laws and seeks to promote transparency and public accountability.

## Requester Information

**Name:** {fullName}  
**Address:** {requesterAddress}  
**Email:** {email}  
**Phone Number:** {phoneNumber}

## Details of the Information Requested

{informationDescription}

{#dateRange}

**Time Period Requested:** From {startDate} to {endDate}

{/dateRange}

## Preferred Format

I would prefer to receive the information in the following format:

* {preferredFormat}

{#deliveryOptions}

**Delivery Method:** {deliveryMethod}

**Delivery Details:** {deliveryDetails}

{/deliveryOptions}

## Fee Waiver Request

{^feeConsent}

I respectfully request a waiver of all fees associated with this request on the grounds that the release of the requested information is in the public interest and is not for commercial purpose.

{/feeConsent}

{#feeConsent}

I am willing to pay fees associated with the processing of this request up to the amount of {feeLimit}. Please inform me if the cost would exceed this limit.

{/feeConsent}

## Response Time

I understand that under the Freedom of Information law, you are required to respond to this request within {responseDeadline} business days. If access to the documents I am requesting will take longer, please contact me with an estimated date of completion.

## Contact for Clarification

If any clarification is necessary, I am available at {email} or {phoneNumber}.

Thank you for your assistance and prompt attention to this matter.

Sincerely,

{fullName}

## Attachments (if any)

{#attachments}

* {fileName} ({fileDescription})

{/attachments}