

Sample FOIA Request Letter

Agency Head [or Freedom of Information Act Officer]
Name of Agency
Address of Agency
City, State, Zip Code

Re: Illinois Freedom of Information Act Request

Dear _____:

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140.

I request that a copy of the following documents [**or documents containing the following information**] be provided to me: [**be as specific as you can in identifying the documents or information you are seeking**].

[**Option:**] I would like to inspect these records in person. [**Option:**] I would like to obtain copies of these records.

[**If you request copies of the records, you should consider adding the following text:**]

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6. [**Option:**] I am willing to pay fees for this request up to a maximum of \$ _____. If you estimate that the fees will exceed this limit, please inform me first. [**Option:**] I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest. [**Include a specific explanation of why your request is in the public interest.**]

I look forward to hearing from you in writing within seven working days, as required by the Act. 5 ILCS 140(3).

Sincerely,
Name
Address
City, State, Zip Code
[**Optional:**] Telephone number and e-mail

Sample FOIA Appeal Letter

Agency Head or Freedom of Information Act Appeal Officer
Name of Agency
Address of Agency
City, State, Zip Code

Re: Freedom of Information Act Appeal

Dear _____:

This is an appeal under the Illinois Freedom of Information Act, 5 ILCS 140/10(a).
On [*insert date*], I requested documents from [*insert name of public body.*] On [*insert date*], I received a response to my request in a letter signed by [*insert name of official*]. The public body denied my request for information, citing section [*insert section of the Act that the public body cited as a reason for denying the information.*]

I am appealing the denial of my request, under subsection 10(a) of the Act. The documents that were withheld must be disclosed under the FOIA because [*insert an explanation of why you believe the documents are public under the Act.*]

I look forward to a decision on this appeal of the denial of my FOIA request within seven working days as provided under the Act. 5 ILCS 140/10(a).

Thank you for your consideration of this appeal.

Name
Address
City, State, Zip Code
[optional:] Telephone Number or e-mail