

Sample Freedom of Information Act Appeal Letter

(Send within 30 days of denial)

Name of Agency Official Originally Addressed, Title

Name of Agency

Subject: FOIA Appeal

Dear _____:

This is to appeal the denial of my request pursuant to the Freedom of Information Act, 5 U.S.C. 552.

I received a letter on (date) from (name and title) of your agency, denying my request for access to (description of information). Enclosed are copies of the denial and of my request.

I am confident that upon examining these materials you will conclude that the information I am requesting should be disclosed. (If the reasons for the denial invite any obvious rebuttal, you may rebut them in the appeal letter. It is not necessary to do so, however).

I thank you for your prompt attention to this matter, and I look forward to a response within the statutory 20-day period.

Sincerely,

S/ _____

Name of Newspaper Address