

## Model FOI Request Letter

*Taken from the Campaign for Freedom of Information Report: 'A Short Guide to the Freedom of Information Act and Other New Access Rights', 2005)*

You can use this model letter to help you request information under the FOI Act or EIRs. You don't have to use these precise words - adapt the letter to suit your own circumstances.

*Your address*

### **Freedom of Information Officer**

*Name and address of public authority*

*Date*

**Dear FOI Officer,**

**This is a request under the *Freedom of Information Act / Environmental Information Regulations*.** *(Delete whichever does not apply. If your request is for non-environmental information, mention just the FOI Act. If it is for environmental information, mention just the EIRs. If it involves both kinds of information, mention both laws.)*

**Could you please supply me with** *(describe the information you want as specifically as possible).*

**Please include copies of material which you hold in the form of paper and electronic records including emails** *(this is not strictly necessary as the authority should provide you with the information you have asked for regardless of the form in which it is held. But it may be useful to remind it to look through its electronic records and emails as well as any paper records.)*

**I would be grateful if you would supply this information in the form of** *(state your preferred format if you have one - eg by providing me with photocopies / by email / by allowing me to inspect the records etc. If you have no particular preference omit this paragraph)*

**If I can help to clarify this request please telephone me on** *(your phone number)* **or contact me by email at** *(your email address).*

**Yours sincerely**

*(Your name)*