

## Sample Freedom of Information Act Request

Date

(Name of FOIA officer if available)

Freedom of Information Act Officer

US Department of Housing and Urban Development

(Your regional or local HUD office address)

Re: Freedom of Information Act request

(Your building's name)

(Your address)

(FHA contract # if available)

Dear (name of FOIA officer):

In accordance with the Freedom of Information Act, request is hereby made for the following information pertaining to the above referenced development: *(List here what information you seek)*

*Example 1:*

*Any documents, memoranda, or other writings referring or pertaining to the owner's recent request for a project-wide rent increase for the above referenced development.*

*Example 2:*

*Any documents, memoranda, or other writings referring or pertaining to any request for repairs and any inspections done by HUD or by any other federal, state, or local agency of the above referenced development for the period from January 1985 up to the present.*

In accordance with 5 USC Sec. 552 (a) (b) (AA) and 24 CFR Sec. 15.42, HUD must inform us within ten days of the date of receipt of this letter whether or not it will comply with this request. All correspondences should be sent directly to the attention of:

[Your name]

[Your address]

As you are aware, the residents of our development have low and very low incomes. The information we are asking for in this FOIA request is to be shared with these same tenants in an effort to educate them about the operation of the federally subsidized housing in which they live. This information will contribute to our understanding of government operations and activities. The information requested has no "commercial value" whatsoever as defined in 24 CFR 15.16(c). Therefore, we want to request a waiver of the fee pursuant to 24 CFR 15.15(c). Thank you for your time and attention. We look forward to hearing from you soon.

Sincerely,

[Your name]