

(Date of Letter)

Department of
(Government Department for Office)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Release for Personal Records

Attn: Document Historian

Dear Document Historian:

It is understood by the undersigned that certain personal records relating to (self, other specifically named individual, organization, etc.), prepared and maintained by the United States Government, are presently in the possession of your office. Under the Freedom of Information Act, (self, other specifically named individual, organization, etc.) has requested that I obtain all information maintained by your office relative to the foregoing (person/entity). Please be assured that the undersigned has the authority to act on behalf of the party for whom this request is being made; please see the enclosed waiver form.

Please understand that this request relates to the entire file regarding (person, organization, group, etc.) that is in the possession of your office. Should your office need any additional information from me, please advise immediately. Otherwise, I anticipate the production of the requested documents within the next ten days. Thank you in advance for your anticipated cooperation.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.