

[firstname] [middlename] [lastname], [Suffix]
[address]
[city], [state] [zip]

DATE

[requestee]
[agencyaddress]
[agencycity], [agencystate] [agencyzip]

Attention: [attn]

This request is made pursuant to the federal Freedom of Information Act. I hereby request disclosure of any information about me that may be maintained in your files, to the extent disclosure is required by law.

Please direct response to:

[firstname] [middlename] [lastname], [Suffix]
[address]
[city], [state] [zip]

The following identifying information is provided to assist you in locating my records:

My Full Name: [firstname] [middlename] [lastname] [Suffix]
Other Names by which I am known: [othername]
Previous Address: [previousaddress]
[previouscity], [previousstate] [previouszip]
My Social Security Number: [social]

Thank you for your assistance,

[firstname] [middlename] [lastname], [Suffix]

Signed in the presence of:

Witness Signature