

SAMPLE FOIA APPEAL LETTER

[Date]

[Return Address]

Farm Production and Conservation Business Center
Attention: Appeals and Litigation Division
1400 Independence Avenue SW, Room 5971-S
Washington, D.C. 20250-0570
Telephone: (202) 690-3297
FSAFOIAappeal@wdc.usda.gov

Dear [name]

On [**date**], I requested documents under the Freedom of Information Act. My request was assigned the following identification number:_____. On [**date**], I received a response to my request in a letter signed by [name of official]. I am appealing the denial of my request.

[**Optional**] The documents that were withheld must be disclosed under the FOIA because [**list reasons**].

[**Optional**] I appeal the decision to deny my request for a waiver of fees. I believe that I am entitled to a waiver of fees. Disclosure of the documents I requested is in the public's interest because the information is likely to contribute significantly to the public's understanding of the operations or activities of the government and is not primarily in my commercial interest. [**Provide details**]

[**Optional**] I appeal the decision to require me to pay review costs for this request. I am not seeking the documents for commercial use. [**Provide details**]

[**Optional**] I appeal the decision to require me to pay search charges for this request. I am a reporter seeking information as part of a news gathering and not for commercial use.

Thank you for your consideration of this appeal.