

FOIA CONTACT:  
First Name Last Name  
Agency Name  
Agency Address  
Washington, DC ZIP  
Foia contact email

Date:

**Re: Freedom of Information Act Request per DC Open Government Act**

Dear XXX:

This is a request under the DC Freedom of Information Act.

I request to pick up or receive a copy of any and all documents produced as either a facsimile, electronic email, PDF, Word, or other such electronic document, and/or hard-copy paper documents, mail and otherwise, that may be found along the search terms of **“XXX” or “XXX” or “XXX” or “XXX” etc.**, or otherwise anything to do with the proposed **“XXX NAME OF DEAL OR PROPERTY OR PROGRAM”** in Washington, DC.

Responsive documents shall be such documents found using the criteria above within the records of **District of Columbia AGENCY NAME HERE agency representatives**, particularly Mr. XXX, Mrs. YYY, ZZZ, AAA, and/or BBB, and any other AGENCY NAME HERE staff that may come up in the above search criteria.

Responsive Documents shall include any found within the dates of **MONTH DAY YEAR and MONTH DAY YEAR.**

**THIS PROJECT/ PROGRAM/ PROPERTY** is of serious public interest and impacts public services for many residents, and most likely will have a permanent and lasting impact on the built environment affecting the public quality of life.

I am writing this FOIA on behalf of **[ORGANIZATION NAME HERE]**, an unincorporated non-profit citizens association.

We are seeking the above public information in the public interest because it is likely to contribute significantly to the public understanding of the activities and information used to make final determinations about this **PROGRAM / PROJECT / PROPERTY.**

We are willing to pay fees for this request up to a maximum of \$51.00. If you estimate that the fees will exceed this limit, please inform me first.

Thank you for your consideration of this request.

Sincerely,

**YOUR NAME HERE**

**c/o [NONPROFIT GROUP NAME HERE]**

**email || phone**