

## Freedom of Information Act Request Letter

Date: \_\_\_\_\_

Date Received by Caddo Nation:

\_\_\_\_\_

Caddo Nation  
P.O. Box 487  
Binger, OK 73009  
Fax: (405) 656-2892

Dear \_\_\_\_\_, Department Director:

This is a request under the Freedom of Information Act (5 U.S.C. 552).

I request that a copy of the following document(s) be provided to me:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In order to help you determine my status for the purpose of assessing fees, you should know that I am:

\_\_\_\_\_ a representative of the news media affiliated with the \_\_\_\_\_  
(newspaper, magazine, television station, etc.) and this request is made as part of newsgathering and not for commercial use.

\_\_\_\_\_ affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.

\_\_\_\_\_ affiliated with a private business and am seeking information for use in the company's business.

\_\_\_\_\_ an individual seeking information for personal use and not for commercial use.

I'm willing to pay fees for this request up to a maximum of \$\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.

I will also include a telephone number at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_