**Sample Freedom of Information Request Letter**

Your Name

Your Address

Your Telephone Number

Your E-mail Address

Date

The Freedom of Information Officer

*(You may also choose to address the letter to the head of the institution, namely: the Permanent Secretary, in the case of a Ministry; the Director-General, in the case of an Agency; or the Managing Director, in the case of a public corporation)*

Name of Public Institution

Address of Public Institution

Dear Freedom of Information Officer,

**Application for Information/Records/Documents Under the Freedom of Information Act**

In accordance with the Freedom of Information Act, 2011, I hereby apply for copies of the following documents:

1. A copy of the minutes of the meetings of the Procurement Planning Committee of the Ministry of Internal Affairs, held on May 28, 2011, at which the decision was taken to purchase 250 laptop computers for senior officers of the Ministry.
2. Copies of all correspondence, including emails, between officials of the Ministry of Information and the company known as Blue Skies International, from January 1, 2011 and June 30, 2011, leading to the signing of the Memorandum of Understanding dated July 1, 2011.
3. A list of all the applications for building plan approvals and permits granted by the Ministry of Urban Planning between May 29, 2007 and May 28, 2011. The list should indicate the name of the applicant, the date of the application, the date the application was granted, the type of building approved and the amount paid in fees and charges by each applicant

I would be grateful if you could supply me with photocopies of these documents.

Should you require any clarification regarding this application, please do not hesitate to contact me either by phone (your phone number) or by email (your email address).

I look forward to receiving these documents promptly and, in any event, within 7 days of the receipt of this application, as required by the Freedom of Information Act, 2011.

Yours sincerely,

Signature  
Your Name