

# Freedom of Information Request

## SAMPLE LETTER

(for general discussion and information only. Not to be used for legal guidance.)

**Topic: Information Related to Reports of Potential Eminent Domain Plan for Downtown Redevelopment**

The Letter:  
(Sent by Certified Mail)

Your name  
Street Address  
City, State Zip  
Telephone number (daytime)  
Date

Name of Official  
Title  
Agency Name  
Street Address  
City, State Zip

Re: Freedom of Information Request

Dear Mr./Ms. [Official's Name]:

In accordance with the freedom of information law, please send me copies of the following items in your files pertaining to the possible redevelopment of [describe neighborhood, streets, etc., city or village]. [Possibly add a specific reference to an attached newspaper clipping, or to a particular meeting of the city council, etc., by date, where this was discussed.]

1. All correspondence, memos, e-mails, telephone notes, and other communications related to the proposed [discussed, etc., as appropriate] redevelopment.
2. All studies, cost estimates, proposed or executed contracts, grant applications, press releases, news clippings, and descriptive documents of any nature related to the proposed redevelopment.
3. All maps, plat diagrams, or schematic layouts of any nature related to the proposed redevelopment.
4. All City [Village, Town], State, or Congressional legislative proposals, budgetary items, executed laws, or the like related to the proposed redevelopment.
5. All council [board] and committee meeting minutes, records of meetings, public hearings and meetings of any nature related to the proposed redevelopment.
6. All legal proceedings, legal notices related to the proposed redevelopment.

Please reply within the time provided by statute. If the cost of complying with this request exceeds [\$50.00, \$100.00 or an amount you so state], please confirm with me by telephone at the number above prior to completing the response to this request.

If any portion of this request is denied, please provide in writing the name and address of the freedom of information request appeals officer.

Thank you for your cooperation.

Yours truly,

[Signed]

Your Name

cc. [Names and addresses of appropriate individuals, officials]

For additional copies at no charge, and additional information contact:

**The Property Rights foundation of America, Inc.**  
**P.O. Box 75, Stony Creek, NY 12878 (518) 696-5748**

**Web Site: [www.prfamerica.org](http://www.prfamerica.org)**