SAMPLE FOIA LANGUAGE:

To whom it may concern,

Pursuant to the Freedom of Information Act, I'm requesting the following information:
   • [Describe the specific information you are requesting here.
   • If you are requesting multiple items, it can be good to use bullet points].

I am making these requests in the public interest and therefore request a fee waiver.

Please send all responsive documents in original electronic format [or another form if you prefer].

Thank you,

[Your name]
[Your e-mail address]

*Personally, I don’t put my phone number, because FOIA officers may call you to talk through your request, but then you will lose your paper trail - which is helpful to have if you ever need to dispute something later!

WHERE TO SEND YOUR FOIA (in Chicago):
Chicago Public Schools:
https://cps.edu/About_CPS/Departments/Law/Pages/FOIARequest.aspx

Chicago Police Department:
FOIA@chicagopolice.org

The Mayor’s Office:
MOfoia@cityofchicago.org

EVERYWHERE ELSE:
Type “FOIA” + “[The government agency or office you are requesting info from]” into Google.com and one of the top answers should be that FOIA contact information!

Example:
Another example:

Searching for FOIA New York City Colleges

About 162,000 results (0.99 seconds)

Including results for **FOIL New York City Colleges**
Search only for **FOIA New York City Colleges**

www.cuny.edu > foil

**Freedom of Information Law Requests – The City University of ...**

The City University of New York is committed to transparency and public ... For records maintained at the various CUNY colleges, please direct requests to: ...