##### **[name or position of the FOIA officer leader]**

##### **ATTN FOIA OFFICER** **[FOIA office address line 1]**

**[FOIA office address line 2]**

Re: Freedom of Information Act Request

Dear FOIA Officer:

This is a request under the Freedom of Information Act.

I request that a copy of the following documents [or documents containing the following information] related to Contract #: [Unique identifying codes for the contract], currently held by [Company that has the contract now] be provided to me:

* The winning proposal including the technical, management, and cost volumes
* Any evaluations of the proposals received
* The contract awarded

In order to help to determine my status to assess fees, I am affiliated with a private corporation and am seeking information for use in the company's business.

I am willing to pay fees for this request up to a maximum of [$$$$ amount you are willing to pay]. If you estimate that the fees will exceed this limit, please inform me first.

Thank you for your consideration of this request.

Sincerely,

 [Your signature]

[Your name, address, and contact info]