

SAMPLE SC FREEDOM OF INFORMATION ACT REQUEST

Enter date to start the clock running:

March 16, 2021

Direct request to custodian of records:

Name of records custodian

Title

Agency name

Agency address

Detail what you are looking for, and be specific, to keep costs down:

Dear [Custodian of Records]:

This is a formal request under the S.C. Freedom of Information Act for copies of documents pertaining to **INSERT SUBJECT AND TIME FRAME HERE**.

Please waive any applicable fees. Release of the information is in the public interest because it will contribute significantly to public understanding of government operations and activities.

If any fees are required, please contact me before proceeding with the processing of this request.

If possible, please provide these in electronic form and on a rolling basis, as they become available.

Please cite the specific exemption under the FOIA if you choose to withhold any of the requested materials.

Thank you for your time and attention to this matter. If you have any questions, feel free to call me directly at **YOUR NUMBER**.

I look forward to hearing from you within the time limits set by the law.

Sincerely,

Your name, address and phone number here