

Sample Federal Prison History Request (on company letterhead)

FOIA REQUEST

Date

FEDERAL BUREAU OF PRISONS

Attn: FOIA Office
320 N. First Street, N.W.
HOLC Building - Room 738
Washington, D.C. 20534

Dear Sir,

Under the *Freedom of Information Act*, 5 USC subsection 552, I am requesting the Federal prison incarceration history of:

His [or her] date of birth is _____, and Social Security number _____.

If there are any fees for searching for, or copying the records, please let me know before you fulfill my request. [or Please supply the records without informing me of the cost if the fees do not exceed \$_____, which I agree to pay.]

If you deny all or part of my request, please cite each specific exemption you think justifies your refusal and notify me of the appeal procedures available under the law.

If you have any questions about handling this request, please call me at _____.
Sincerely,

Name
Mailing Address