

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

EEOC FOIA Officer
[District Office Address]
[City, State, Zip Code]

RE: Freedom of Information Act Request

Dear FOIA Officer:

Under the provisions of the Freedom of Information Act (FOIA), 5 U.S.C. § 552, I am requesting a complete copy of the investigative charge file for the following EEOC charge:

- **Charging Party:** [Your Full Name]
- **Respondent:** [Employer Name]
- **EEOC Charge Number:** [Insert Number]

I am requesting all documents contained in the file, including but not limited to the initial charge, the respondent's position statement, all exhibits, witness statements, and internal agency memoranda or notes.

I am the charging party in this matter. Please be advised that a Notice of Right to Sue was issued on [Date], and I am requesting these records to assist in my litigation efforts.

I am willing to pay the applicable fees for processing this request up to the amount of \$[Insert Amount]. If the fees will exceed this amount, please notify me before proceeding.

If any part of this request is denied, please cite the specific exemption(s) that justifies the refusal to release the information and inform me of the appeal procedures available to me under the law.

Thank you for your assistance. I look forward to receiving the requested documents within the twenty (20) business day statutory time limit.

Sincerely,

[Your Signature]

[Your Printed Name]