Federal Bureau of Investigation

Record Information/Dissemination Section

Service Request Unit, Room 6359

935 Pennsylvania Avenue, N.W.

Washington, D.C. 20535

**FBI Portland**

9109 NE Cascades Pkwy

Portland, Oregon 97220

[**Date**]

Re: Freedom of Information Act Request

Attention:

This letter constitutes a request under the Freedom of Information Act , 5 U.S.C. § 552, on behalf of [**Organization Name**], [**Address**].

I request disclosure of any records that were prepared, received, transmitted, collected and/or maintained by the FBI, relating to [**Subject of Request**]. [**Note: Particular types of records such as files on organizations, government policies, or records of government action, can be described in separate numbered sections.**].

I am [**an individual seeking information for personal use/affiliated with an educational or noncommercial institution, and this request is made for scholarly purposes/a representative of the news media and this request is made part of a news gathering and not for commercial use**] [**Note: Scholarly and media requestors may be entitled to a waiver of fees; if you fit that description, state “I am entitled to a waiver of fees” along with the name of your media or institution.**]

The maximum amount I am willing to pay for processing of this request and copying fees is $\_\_\_\_\_\_.

If this request is denied in whole or in part, I request that you justify all deletions

by reference to specific exemptions of the FOIA. Please provide all segregable portions of otherwise exempt material. I reserve the right to appeal a decision to withhold any information or to deny a waiver of fees.

Please send all records, as the become available, to this address:

[**Name, Address]**

 Sincerely,