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| Delivered electronically by email: | | EMAIL |
| Original delivered by Certified Mail | |  |
| Return Receipt Requested | |  |
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| RECIPIENT, TITLE  OFFICE  ADDRESS  CITY, STATE, ZIP | |  |
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| Re: | FOIA Request | |

Dear Mr./Ms. [NAME]:

[COMPANY] respectfully submits this request for records and information from the Federal Aviation Administration (“FAA” or “the agency”) pursuant to the Freedom of Information Act (“FOIA”), 5 U.S.C. §§ 552, *et seq*., and Department of Transportation (“DOT”) regulations, 49 C.F.R. part 7. The records and information specifically referenced below are requested regardless of format, medium, or physical characteristics, and include all responsive electronic records and information.

[COMPANY] requests [detailed description of the records sought].

[COMPANY] falls under the [Choose an item.] fee category.

**Fee Waiver Request –[KEEP IF APPLICABLE; if company does not qualify for fee waiver, eliminate the language up until the conclusion below]**

In accordance with 5 U.S.C. § 552(a)(4)(A)(iii), 49 C.F.R. § 7.43(c), and FAA Order 1270.1, [COMPANY] requests a waiver of fees associated with processing this records request. Pursuant to Order 1270.1, [COMPANY] meets the criteria under the six factors for determining fee waivers. Each factor is addressed below.

1. **Whether the subject matter of the requested records concerns the operations of the Federal Government.**

The requested records concern the operations of the federal government; specifically, those records address [provide explanation of FAA operations concerned in the records].

1. **Whether the disclosure is likely to contribute to an understanding of the Federal Government operations or activities.**

Disclosure of the requested records will contribute to the understanding of [provide description of FAA operations/activities].

1. **Whether disclosure of the requested information will contribute to the understanding of the public at large, as opposed to the individual understanding of the requester or a narrow segment of interested persons.**

Disclosure of the requested records will contribute to public understanding of FAA operations by [explain how the records will contribute to public knowledge].

1. **Whether the contribution to the public understanding of Federal Government operations or activities will be significant.**

The public understanding of the FAA’s activities regarding [explanation of applicable agency activity] will be significantly increased through release of the requested records because [provide justification].

1. **Whether the requester has a commercial interest that would be furthered by the requested disclosure.**

[COMPANY] is submitting this request for non-commercial purposes. [Provide justification of non-commercial purpose].

[*NOTE: If there is a commercial interest in the request, identify it succinctly, and then use the next section to explain why the public interest outweighs any commercial interest on behalf of the company*].

1. **Whether the magnitude of any identified commercial interest to the requester is sufficiently large in comparison with the public interest in disclosure that disclosure is primarily in the commercial interest of the requester.**

The magnitude of any commercial interest to [COMPANY] is de minimis. [COMPANY] will not benefit financially, whereas the release of the information is in the public interest.

**Conclusion**

[COMPANY] looks forward to receiving a response to this request within 20 business days of submission. Please contact the undersigned if you have any questions or concerns.

Best regards,

[SIGNATURE]

Name

Title