

EXERCISE
FOIA LETTER
Mass Media Law
Eric E. Johnson

Draft a FOIA Letter

Draft a FOIA letter. Submit it to me by e-mail (eric.e.johnson@ttu.edu) by 7:00 p.m. Monday, March 25, 2013.

You may do this exercise as an individual or in a group of no more than four students.

The letter should be real except that:

- You should use the Texas Tech School of Law's address as the return address.
- You should not sign it.
- You need not send it to the nominal recipient.

Consider using what we learned about broadcast writing as inspiration for how to organize the contents of the letter, and consider otherwise applying what you have learned about journalistic style.

You may copy from other persons' templates or real FOIA letters, but your request must be your own, and you should have a reason for using each word in your letter independent of the fact that you found it in someone else's.

The subject line of your e-mail to me should be "FOIA letter exercise". If you are working in a group, only one person should send me the letter, but the other members of the group should be cc'd.

Preferably, you will send the letter as an attached document in a .doc, .docx, or .odt format and also include the text of the letter in the body of the e-mail. The name of any attached document should be helpful to me – that is, it should both be informative and serve to distinguish your document from other documents I receive. So, "Smith-Jones_FOIA_letter" is helpful, whereas "FOIA_letter" is less so, and "Letter" even less so.

I hope you enjoy the exercise!