P.J. Huffstutter

Thomson Reuters

311 S. Wacker Dr.

Suite 1200

Chicago, Illinois 60606

**<DATE>**

Freedom of Information Act Officer  
U.S. Department of Agriculture

Food Safety and Inspection Service  
Room 1140-South Building  
1400 Independence Ave., SW  
Washington, DC 20250

Dear Freedom of Information Act Officer:

I am an agriculture reporter for Thomson Reuters/Reuters News. I am working on a story about **<insert short description of story here>**. The purpose of this letter is to request documents in connection to **<insert short description of what you are seeking here>**.

The types of records I seek include but are not limited to:

* Copies of all **<detail of documents or data here, from date A through date B>**
* Copies of all communications (written or electronic) between **<government entity A>** and any agents, employees or other associates of **<company entity B>** regarding **<issue that you’re looking into>**
* Copies of all **<other data or documents that you’re looking for>**

I am requesting this data in a digital format. For the documents, please send them as digitally scanned document files. For the data sets, please send them via delimited text file, either tab, pipe or csv.

In an effort to reduce the research time and burden on your staff, please send records electronically if possible. If that is not possible, please send all related information and documents to my attention at the Thomson Reuters address:  311 S. Wacker Dr., Suite 1200, Chicago, IL, 60606.

Please waive any fees for searching or copying the records. In order to help to determine our status to assess fees, you should know that we are staff writers at Reuters, representatives of the news media, and that this request is made as part of news gathering and not for a commercial use.  If you deny any part of this request, please cite each specific reason that you think justifies your refusal to release the information. Please notify me of appeal procedures available under the law.

If you have any questions processing this request, you may contact me at the following telephone number: 312-408-8737. Thank you.

Sincerely,

P.J. Huffstutter