

April 9, 2014

Chief, Freedom of Information/Privacy Acts Office  
U.S. Small Business Administration  
409 3rd Street, S.W.  
Washington, DC 20416

Freedom of Information Act Request

Dear FOIA Officer:

This is a request under the Freedom of Information Act. I request that a copy of documents containing the following information be provided to me:

- Any, all, each and every email correspondence to and from Mr. Terry Sutherland from his official SBA email account at [Terrence.sutherland@sba.gov](mailto:Terrence.sutherland@sba.gov), for the time period March 1, 2014 through April 1, 2014, provided in an electronic format.

In order to help to determine my status for purposes of determining the applicability of any fees, you should know that I am the Public Affairs Analyst for a not-for-profit news gathering organization and am seeking information for use in our group's research and not for commercial use. All documents are requested in order to serve the public interest.

If necessary to discuss any aspect of my request, I would prefer all communication to be in written format, either via email to [sgodfrey@asbl.com](mailto:sgodfrey@asbl.com), or via letter.

Thank you for your consideration of this request.

Sincerely,

Steve Godfrey, Public Affairs Analyst  
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Petaluma CA, 94954  
(707) 789-9575