SAMPLE FOIA REQUEST LETTER

Army Component Head [or FOIA Officer], Army Component, Address

Dear:

This is a request under the Freedom of Information Act (5 U.S.C. 552).

I request that a copy of the following document(s) be provided to me. [Identify the document(s) as specifically as possible, providing any details you possess, such as title of document, date, originating office/organization, subject matter, etc.].

In order to help you determine my status for the purpose of assessing fees, you should know that I am [Insert one of the descriptions below]

an individual seeking information for personal use and not for a commercial use.

affiliated with a private business and am seeking information for use in the company's business.

a representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.

affiliated with an educational or non-commercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.

I am willing to pay fees for this request up to a maximum of $_____. If you estimate that the fees will exceed this limit, please inform me first.

[Optional] I request a waiver of fees for this request because disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to the public understanding of the operations or activities of the Army and is not primarily in my commercial interest. [Include details about how the requested information will be informative and of interest to the general public and how it will be disseminated by you to a wide segment of the general public]

[Optional] I also include a telephone number at which I can be contacted if necessary to discuss any aspect of my request.

Name
Address
City, State, Zip Code
Telephone Number [Optional]
Email Address [Optional]