

**SAMPLE FOIA REQUEST LETTER**

U.S. Army HQ Installation Management Command  
2405 Gun Shed Road  
Fort Sam Houston, Texas 78234-1223  
Attn: Freedom of Information Act Office  
Alexandria, VA 22302-4415  
E-mail: [samh.IMCOMFOIASvcCtr@conus.army.mil](mailto:samh.IMCOMFOIASvcCtr@conus.army.mil)  
Fax: (210) 466-0433

Date: \_\_\_\_\_

Dear Sir/Ma'am:

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. \_\_\_\_\_].

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]:

\_\_\_\_\_ 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.

\_\_\_\_\_ Affiliated with a private business and am seeking information for use in the companies business.

\_\_\_\_\_ An individual seeking information for personal use and not for a 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 disseminated by you to the general public]:

\_\_\_\_\_

\_\_\_\_\_

My mailing addresses is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My Email address is: \_\_\_\_\_.

\_\_\_\_\_ Please contact me at this telephone number if necessary to discuss any aspect of this request:

\_\_\_\_\_ Please indicate if you prefer to be contacted by email for an acknowledgement and interim responses to your FOIA/Privacy Act request.

Sincerely,

Name