

## Sample FOIA Request Letter

509 CS/SCXSR (FOIA)  
920 12<sup>th</sup> Street Suite 24  
Whiteman AFB, MO 65305-5290

Dear FOIA Officer

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 documents 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 noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.
- affiliated with a private business and am seeking information for use in the company's 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 public understanding of the operations or activities of the DoD and is not primarily in my commercial interest. **[Include details about how the requested information will be disseminated by you to 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.

Sincerely,  
Name  
Address  
City, State, Zip Code  
Telephone number **[optional]**  
Email address **[optional]**

### ***Privacy Act Statement***

***Authority:*** 10 USC 8013; 5 USC 552

***Principle Purpose:*** To obtain necessary information so that a response can be provided to your FOIA request.

***Routine Use:*** Your request may be referred to another Federal Agency if the record(s) you seek originated with that agency.

***Disclosure:*** Voluntary: However, no reply can be given if the requested information is not furnished.