

# SAMPLE FOIA REQUEST LETTER

ITEMS IN RED ARE REQUIRED

Date (Example: January 1, 2013)

TO: USACE Mobile District  
FOIA Office (Office of Counsel)  
PO Box 2288  
Mobile, Alabama 36628

OR E-MAIL TO: [FOIA-SAM@usace.army.mil](mailto:FOIA-SAM@usace.army.mil)

Dear FOIA Office:

Under the Freedom of Information Act I would like to obtain access to the following records: **[Insert a clear description of the records you are seeking.]**

For the purposes of assessing fees, I am making this request on behalf of **[Insert the one option below which best describes your status.]**

- |  |
|--|
| a. Myself, seeking this information for personal, not commercial, use.                             |
| b. A company / business, to use for commercial purposes.   |
| c. A representative of the news media, to use for news gathering, not for commercial purposes.     |
| d. An affiliated educational or non-commercial scientific institution, and not for commercial use. |

I am willing to pay up to **[\$insert amount]** for the response to this request. If you determine fees may exceed that amount, please contact me first.

Sincerely,

Your Full Name

Name of Company (if applicable)

Street / Mailing Address

City, State, ZIP Code

Telephone Number

E-mail Address