

SAMPLE FOIA REQUEST LETTER

**INSERT BFC INFORMATION
ADDRESS HERE
ATTN: POC INFO HERE**

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 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]

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

Sincerely,

Name
Home Address
City, State, Zip Code

Telephone Number [Optional]

From Appendix B, A Citizen's Guide To Request Army Records Under The Freedom of Information Act (FOIA), prepared by Department of the Army Freedom of Information and Privacy Acts Office, February 1, 1999