

SAMPLE FOIA REQUEST LETTER

FOIA Officer
Military Compensation and Retirement Modernization Commission
P. O. Box 13170
Arlington, VA 22209

Dear FOIA Officer,

This is a request under the Freedom of Information Act, 5 U.S.C. 552, as amended.

I request that a copy of the following documents be provided to me: [identify the documents specifically].

To help you determine my status for the purpose of assessing fees, you should know that I am [insert one of the descriptions below. Definitions can be found in the MCRMC FOIA Regulations]

- A commercial use requester
- An educational institution
- A non-commercial scientific institution
- A representative of the news media
- Other

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.

I also include an e-mail address and telephone number at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,

Name
Address
City, State, ZIP
E-mail address
Telephone number