

FOIA Request Letter

Date:

TO: USACE Alaska District  
FOIA Office (Office of Counsel)  
PO Box 6898  
JBER, Alaska 99506

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

Choose the one option below that best describes your status.

Myself, seeking this information for personal, not commercial use.

A company/business, to use for commercial purposes.

A representative of the news media, to use for news gathering, not for commercial purposes.

An affiliated educational or non-commercial scientific institution, and not for commercial use.

I would prefer to receive the response to my request via:

Choose whether you would prefer to receive your response via e-mail or postal mail.

E-Mail

U.S. Postal Mail

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,

**Insert your personal information.**