

SAMPLE FOIA REQUEST LETTER (ITEMS IN RED ARE REQUIRED)

Date (Example: January 1, 2013)

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

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 would prefer to receive the response to my request via **[Specify whether you wish you receive your response via email or 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,

Your Full Name
Name of Company (if applicable)
Street / Mailing Address
City, State, ZIP Code
Telephone Number
E-mail Address