

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

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.]

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| 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