

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: _____

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 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.

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