SAMPLE FOIA REQUEST LETTER

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Date (Example: January 1, 2013)

TO: USACE Mobile District

OR E-MAIL TO:

FOIA Office (Office of Counsel) PO Box 2288

Mobile, Alabama 36628

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.
- 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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H Kauffman

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