

# 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.

Sincerely,

**Your Full Name**

**Name of Company (if applicable)**

**Street / Mailing Address**

**City, State, ZIP Code**

**Telephone Number**

**E-mail Address**

# Sample Foia Request For Irs Audit Workpapers

**M Walker**



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which of the following best describes how photosynthesis results in a net storage of chemical potential energy

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