

Freedom of Information Act (FOIA) Request Letter
(Example)

Date _____

“Official Business”
Administrative Services Division
ATTN: AMIM-BGH-AF
2175 Rock Merritt Ave, Stop A
Fort Bragg, NC 28310-5000
usarmy.bragg.usag.mbx.dhr-foia@army.mil
Fax: (910) 432-0808

Dear FOIA advisor:

Under the Freedom of Information Act, I request a copy of the following document(s). (Identify the documents as specifically as possible.)

I will accept a sanitized version of the record whereby any non-releasable information such as social security numbers, home address, phone numbers, etc. are removed.

I am willing to pay reasonable fees associated with this request, or fees up to \$_____. To help you determine my status for the purpose of assessing fees, you should know that I am (Insert one description below):

- A representative of the news media and this request is made as part of news gathering and not for a commercial use. I am affiliated with the (list the newspaper, magazine, television station, etc.)
- Affiliated with an educational or non-commercial scientific institution and this request is made for a scholarly or scientific purpose and not for commercial use.
- Affiliated with a private business and am seeking information for use in the company's business.
- An individual seeking information for personal use and not for a commercial use.

I can be contacted at:

Organization _____

Mailing Address _____

Telephone _____

Email Address _____

Sincerely,

Signature _____

Full Printed Name _____