

## EXAMPLE OF A REQUEST

FOIA requests must be submitted in writing to the Fort Drum FOIA office.  
*Here is an example of a letter requesting information:*

Administrative Services Division  
Directorate of Human Resources  
ATTN: IMNE-DRM-HRR (FOIA/PA Officer)  
10720 Mt. Belvedere Blvd.  
Fort Drum, NY 13602-5045

TO WHOM IT MAY CONCERN:

This is a request under the Freedom of Information Act (5 USC 552).

I request that a copy of the following document(s) be provided to me. (*Identify the document(s) as specifically as possible*).

In order to help you determine my status for the purpose of assessing fees, you should know that I am (*insert one of the descriptions below*).

- a representative of the news media affiliated the \_\_\_\_\_ newspaper, magazine, television station, etc.) and this request is made as part of news gathering and not for a commercial use.
- 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 companies business.
- affiliated with a private business and am seeking information for use in the company's business.
- am an individual seeking information for personal use and not for a commercial use.

I am willing to pay fees for this request up to a maximum of \$\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.

(*Optional*) I request a waiver of fees for this request because disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to the public understanding of the operations or activities

of the Army and is not primarily in my commercial interest. *(Include details about how the requested information will be disseminated by you to the general public).*

*(Optional)* I also include a telephone number at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,

Name  
Address  
City, State, Zip Code  
Telephone # (Optional)

**If you need assistance please contact the Fort Drum FOIA-PA Officer at:**

**Ph#: (315) 772-1500**

**Fax: (315) 772-6200**