

SAMPLE REQUEST LETTER

Dear Fort Irwin Freedom of Information Act/Privacy Act (FOIA/PA) Officer,

This is a request under the Freedom of Information Act/Privacy Act (5 U.S.C. § 552).

I request that a copy of the following document(s) be provided to me: **[Identify the document(s) as specifically as possible, providing any details you possess, such as title of document, date, originating office/organization, subject matter, etc.]**.

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)**:

An individual seeking information for personal use and not for a commercial use.

Affiliated with a private business and am seeking information for use in the company's business.

A representative of the news media affiliated with the **[state the name/title]** 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.

I am willing to pay all fees for this request up to \$ **[Insert amount]** maximum of \$ **[Insert amount]**. If you estimate that the fees will exceed this limit, please inform me first.

I also include a telephone number and/or email address at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,
Print [First, MI, Last Name]
Signature (if sensitive, privacy-related data is being requested)
Mailing Address, City, State, Zip Code
Telephone Number (w/Area Code)
Complete Email Address