

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Date:

Department of the Army  
US Army FOIA and Privacy Office  
Attn: IMLV-HRA-F/FOIA OFFICER  
881 McClellan Ave., BLDG 194  
Fort Leavenworth, KS 66027  
[usarmy.leavenworth.imcom.mbx.foia-officer@mail.mil](mailto:usarmy.leavenworth.imcom.mbx.foia-officer@mail.mil)  
913-684-2173

Dear Sir or Madam:

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

I request that a copy of the following document(s) be provided to me:

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

A representative of the news media affiliated with 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 noncommercial scientific institution and this request is made for a scholarly or scientific purpose and not for a 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 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.

I would like the responsive records in the following format (choose one): Paper \_\_\_ electronic \_\_\_.

I would like to receive these records via (choose one): Postal Mail \_\_\_ Email \_\_\_ CD \_\_\_  
Other \_\_\_\_\_.

My preferred method of communication is (choose one): telephone \_\_\_ mail \_\_\_ email \_\_\_ fax \_\_\_.

Very truly yours,

*[Signature]*  
Print Name: