Requester Address, Apartment 1

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August 1, 2015

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@army.mil](mailto:usarmy.leavenworth.imcom.mbx.foia-officer@army.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: [identify the documents 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 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 also include a telephone number/email address and personal address at which I can be contacted if necessary to discuss any aspect of my request. My preferred method of communication is: telephone/mail/email/fax.

Very truly yours,

*[Signature]*

JOHN ROBERT SMITH