

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

Date \_\_\_\_\_

“Official Business”  
Administrative Services Division  
ATTN: AMIM-LIH-AF  
2175 Rock Merritt Ave, Stop A  
Fort Liberty, NC 28310-5000  
[usarmy.liberty.usag.mbx.dhr-foia@army.mil](mailto:usarmy.liberty.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.)

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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 \_\_\_\_\_