United States Army Garrison Okinawa, FOIA/PA Officer  
Unit 35114  
APO AP 96376-5114

Re: FOIA Request for [documents]

Dear FOIA/PA Officer

This is a request under the Freedom of Information Act.

I request a copy of all records [subject of request] \_\_\_\_\_\_\_\_\_\_. I prefer to receive any responsive documents electronically.

To help you locate these records, [provide additional details].

I am willing to pay fees for this request up to a maximum of $25. If you estimate that the fees will exceed this limit, please inform me first.

Thank you for your consideration of this request.

Sincerely,

Your Name  
Address  
City, State, Zip Code  
Telephone number [Optional]