

SAMPLE FOIA REQUEST LETTER

(Date: month/day/year)

Freedom of Information Act
DHR Administrative Services Division ATTN: (AMIM-SHH-A)
US Army Garrison Fort Stewart
55 Pony Soldier Rd., Bldg. 253
Fort Stewart, GA 31314
Email: usarmy.stewart.usag.mbx.dhr-foia@mail.mil

ATTENTION: FOIA Official:

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 document\(s\) 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 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 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. [\(It is required to specify a dollar amount even if you are requesting for a waiver of fees\)](#)

[\[Optional\]](#) I request a waiver of fees for this request because disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to the public understanding of the operations or activities of the Army and is not primarily in my commercial interest. [\[Include details about how the requested information will be disseminated by you to the general public\]:](#)

Name:
Address:
City, State, Zip Code

[Optional Email Address:](#)
[Operational Telephone Number:](#)

[Sign document](#)