

Today's Date

USAG, West Point
DHR Administrative Services Division
Freedom of Information Act/Privacy Act Office
ATTN: FOIA Officer
646 Swift Road
West Point, NY 10996

RE: **Freedom of Information Act Request**

To Whom It May Concern:

Pursuant to the Freedom of Information Act, 5 U.S.C. § 552, I request copies of the following record(s):

- 1) Describe in details the specific records you are requesting. A record description must contain sufficient file-related information (Type of document, subject area, date of creation, contract number, originator, etc.) or request must contain enough event-related information to permit the activity to conduct an organized, nonrandom search (date and circumstances surrounding the event the record covers).

In order to help you determine my status for the purpose of assessing fees, you should know that I am 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 the cost exceeds the total amount indicated, please inform me first.

Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

Full Name and Signature
Address
Phone Number
Email Address