

Sample FOIA Request Letter

Annette Baden (Assistant to Freedom of Information Act Officer)
U.S. Army Corps of Engineers
26 Federal Plaza
Office of Counsel, Room 1837
New York, NY 10278-0090

Date:

Dear _____,

This is a request under the Freedom of Information Act (5 U.S.C § 552).

I request that a copy of the following record(s) be provided to me: [identify the records 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 commercial use.
- Affiliated with an educational or noncommercial 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 commercial use.

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

I also included a telephone number at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,

Name
Address
City, State, Zip Code
Telephone Number
Email (optional)