**Sample Freedom of Information Act Request Letter**

Your Name  
 Your Address  
 City, State, Zip Code  
 Your Telephone Number  
 Your Email Address

Dear FOIA Officer,  
  
Under the Freedom of Information Act (5 U.S.C. 552), I request a copy of the following product(s) be provided to me:  
  
**[Provide a reasonable description that define the specific records you are requesting in enough detail so that they can be located with a reasonable amount of effort. Generally, a record is reasonably described when the description contains sufficient file-related information (type of document, title, subject area, date of creation, originator, etc.); or the request contains enough event-related information (date and circumstances surrounding the event the record covers) to permit the conduct of an organized, non-random search].**  
  
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, radio, television station, etc. ] and this request is made as part of news gathering and not for 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 seeking information for use in the company's business.  
  
- an individual seeking information for personal use and not for commercial use.  
  
If there are any fees for searching, reviewing, or copying the records, please let me know before you task my request. 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. [**Optional**] I request a waiver of fees for this request since disclosure of the requested information to me is in the public interest. It is likely to contribute significantly to public understanding of the operations or activities of the DOD and is not primarily in my commercial interest. [**Include details about how the requested information will be disseminated by you to the public**.]  
  
If you deny all or any part of this request, please cite each specific exemption you think justifies your refusal to release the information and notify me of appeal procedures available under the law.   
  
I also include my telephone number and/or email address where I can be contacted if necessary to discuss any aspect of my request.

Sincerely,

Signature and Date

You send your request via mail, e-mail or fax:

USCYBERCOM/J0 FOIA-PA Requester Service Center  
9800 Savage Rd.,

Suite 6171  
Fort George G. Meade, MD 20755

Fax: (443) 654-4778  
E-Mail: cybercom\_foia@cybercom.mil

Please send one time using only one method mentioned above.