

Dear FOIA Coordinator:

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 [choose one: a. an individual seeking information for personal use and not for a commercial use; b. a member of the news media; c. associated with an educational entity; or d. making this request for commercial purposes.]

[optional] I have physically signed this request and have included a legible copy of my driver's license, so that you may release information about me to myself under the Privacy Act (5 U.S.C. 552a).

[optional] I also include a telephone number and email address, at which I can be contacted if necessary to discuss my request.

Sincerely,

[physical signature optional]

Name

Address

City, State, Zip Code

Telephone number and/or email address [optional]