

### ***Sample request***

U.S. Army Recruiting Command  
ATTN: CIO G6/FOIA Office  
BLDG 1307 3<sup>rd</sup> Ave.  
Fort Knox, KY 40121

Dear FOIA Officer,

Under the Freedom of Information Act (5 U.S.C. 552), I request a copy of 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, radio, 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 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 because disclosure of the requested information to me is in the public interest because 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 general 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 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 Address

Send the letter to:

U.S. Army Recruiting Command

ATTN: CIO G6/FOIA Office

BLDG 1307 3<sup>rd</sup> Ave.

Fort Knox, KY 40121

Or submit via email to: [usarmy.knox.usarec.mbx.hq-g6-foia@mail.mil](mailto:usarmy.knox.usarec.mbx.hq-g6-foia@mail.mil)