

# FOIA REQUEST LETTER

**COMPANY NAME** *(IF APPLICABLE)*

**NAME**

**ADDRESS**

**CITY, STATE, ZIP CODE +4**

**COMMERCIAL TELEPHONE:**

**FAX NUMBER:** *(IF APPLICABLE)*

**HQ AFCESA (FOIA)**

**139 BARNES DRIVE, SUITE 1**

**TYNDALL AFB FL 32403-5319**

Dear FOIA Officer:

Under the Freedom of Information Act (FOIA), I request *[Identify the documents or information as specifically as possible]*.

I am willing to pay all required fees incurred in providing this information.

*[OPTIONAL: I am willing to pay required fees for this information up to a maximum of \$\_\_\_\_. If fees exceed this amount, please obtain payment approval prior to incurring the debt or providing the information].*

*(NAME)*