Senders Name
mailing address
City, State, zipcode

XX DATE XXXX

Department of the Army
St Paul District, Corps of Engineers
332 Minnesota St., Suite E1500, ATTN: CEMVP-OC
St. Paul, Minnesota 55101

Dear FOIA OFFICER:

I am requesting that copies of the following record(s) be provided to me under the Freedom of Information Act (5 U.S.C. § 552)(FOIA):

[*Specify the records you are requesting as completely and specifically as possible: Helpful information for identifying and locating the requested records include: document title, publication date, office, associated parties, etc. Ambiguous descriptions can delay the processing of your FOIA request.*]

In order to help you determine my status for the purpose of assessing fees, you should know that I am: [*Describe your status as requester and the purpose of the request. Sample requester descriptions are provided below.*]

* A representative of the news media affiliated with the \_\_\_\_\_\_\_\_\_\_\_ newspaper (television station, magazine, etc.), and this request is made as part of news gathering and not for a commercial use.
* Affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.
* Affiliated with a private business and seeking information for use in the company’s business.
* An individual seeking information for personal use and not for a commercial use.

I am aware that an agreement to pay fees must be submitted with my request in order for my request to be processed regardless of my wavier status and: [*include a statement regarding your willingness to pay fees. Sample fee statements are listed below.*]

* I am willing to pay all fees associated with this FOIA request.
* I am willing to pay the appropriate fees for this request up to a maximum of $\_\_\_.
* I request a waiver of all fees for this request. 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 government and is not primarily in my commercial interest; I understand that the search for records won’t begin until a waiver decision is made. [*Please provide information explaining why release of the requested records would be in the public interest*.]

I have enclosed my telephone number as well as my email address at which I can be contacted if necessary to clarify or complete my request.

 Sincerely,

 Name
 Address
 Phone
 Email Address