

Sample FOIA Request Letter

Date

TRICARE Management Activity
Attention Freedom of Information Act Officer
16401 East Centretch Parkway
Aurora, CO 80011-9066

Dear TMA FOIA Officer:

This is a request under the Freedom of Information Act (5 U.S.C. 552). I request that a copy of the following document(s) be provided to me: [identify the documents 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, television station, 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 am seeking information for use in the company's business.
- an individual seeking information for personal use and not for a commercial use.

[required] 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 also include a telephone number and e-mail 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 [optional]
e-mail [optional]