

***[Requestor's Return Address
And date]***

U.S. Army Communications-Electronics Command (CECOM)
FOIA Officer
ATTN: FOIA Officer
6001 Boothby Hill Road
Aberdeen Proving Ground, MD 21005

RE: Freedom of Information Act Request – ***[Insert name of document / report or very brief description of information requested]***

Dear FOIA Officer:

This is a request made under the Freedom of Information Act (5 U.S.C. 522).

I request that a copy of the following document(s) be provided to me:

[Identify the document(s) as specifically as possible.]

*Please note that I am an individual seeking information for personal use and not for a commercial use.

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.

Should you have any questions, I can be reached at the above address, via e-mail at _____, or telephonically at _____.

Sincerely,

* REPRESENTATIVES OF THE NEWS MEDIA: If you are a representative of the news media, please indicate this in the body of your request and identify the media source with whom you are affiliated. You must also indicate whether or not the request is being made as part of news gathering and whether or not it will be used for commercial use.

REPRESENTATIVES OF EDUCATIONAL OR NON-COMMERCIAL SCIENTIFIC INSTITUTIONS: If you are affiliated with an educational or non-commercial scientific institution, please indicate this in the body of your request and identify the institution with whom you are affiliated. You must also indicate whether or not the request is being made for scholarly or scientific purposes and whether or not it will be used for commercial use.