

Date:

Freedom of Information Act Request

Agency Head or FOIA Officer

U.S. Army Corps of Engineers
Office of Counsel
ATTN: FOIA Officer
69A Hagood Avenue
Charleston, SC 29403-5107

Dear FOIA Officer:

Under the Freedom of Information Act, 5 U.S.C. subsection 552, I am requesting access to [identify the records as clearly and specifically as possible].

If there are any fees for searching for or copying the records, please let me know before you fill my request. [Or, please supply the records without informing me of the cost if the fees do not exceed \$_____, which I agree to pay.]

If you have any questions about handling this request, you may telephone me at _____ (home phone) or at _____ (office phone).

Sincerely,

{Requesters Name Here}

{Mailing Address Here}