REQUESTER’S LETTERHEAD

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].

I am willing to pay the appropriate fees for this request up to a maximum of $\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.

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

Sincerely,

{Requesters Name Here}