

**SAMPLE FOIA REQUEST LETTER**

Date

FOIA Officer  
Kansas City District  
Corps of Engineers  
Office of Counsel  
601 E. 12th Street  
Kansas City, MO 64106

Dear FOIA Officer:

I hereby request a copy of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

pursuant to the Freedom of Information Act. I am willing to  
pay the costs incurred to process this FOIA request.

Sincerely,

\_\_\_\_\_  
(Signature)

Name:

Address:

Phone Number: