

Dear FOIA Coordinator:

This is a request under the Freedom of Information Act (5 U.S.C. 552).

I request that a copy of the following record(s) be provided to me: [identify the records as specifically as possible].

In order to help you determine my status for the purpose of assessing fees, you should know that I am [choose one: (1) an individual seeking information for personal use and not for a commercial use; (2) a member of the news media; (3) associated with an educational entity; or (4) making this request for commercial purposes.] [See [38 C.F.R. § 1.561](#) – VA FOIA Fees.]

[If applicable:] I have physically signed this request and have included a legible copy of my driver's license, so that you may release information about me to myself under the Privacy Act (5 U.S.C.552a).

[Optional:] I also included a telephone number and email address, at which I can be contacted if necessary, to discuss my request.

Sincerely,

[physical signature]

Name

Address

City, State, Zip Code

Telephone number and/or email address [optional]