

<<Your Street Address>>
<<Your City, State, Zip>>
<<Date of request>>

Department of Veterans Affairs
<<Office you wish to submit your request to>>
<<Office Street Address>>
<<Attn: FOIA Officer's name>>

Note, it is important to provide a detailed description of the records you seek to assist the FOIA Officer in providing you with a timely and satisfactory response

Dear <<FOIA Officer>>:

This is a request under the Freedom of Information Act.

I request that you submit a copy of <<the document you seek>>, or documents containing << the information you seek>>.

I am willing to pay up to <<Amount you agree to pay for your request>> for the processing of my request. Please notify me if you estimate the fees to exceed this amount.

<<If you believe you are entitled for a fee waiver or expedited processing, indicate so here, please refer to the FOIA Fees page and our Frequently asked questions page to determine if you may be eligible for a fee waiver and/or expedited processing>> If you have any questions, I may be reached at <<your phone number>> or by e-mail at <<your e-mail address>>.

Sincerely,

<<Sign your request>>