

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

FOIA Manager - J6
Department of Military Affairs
20 12th Street West
St. Paul, MN 55155-2004
Attn: FOIA Officer

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(s) 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.**>>

>> 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>>