

United States Southern Command  
Attn: SCSJA-FOIA  
9301 NW 33rd St  
Doral, FL 33172

Dear United States Southern Command FOIA manager:

This is a request under the Freedom of Information Act (5 U.S.C. § 552). I request that a copy of the following records (or documents containing the following information) be provided to me: *[identify the information or documents as specifically as possible]*.

In order to help you determine my status for the purpose of assessing fees, you should know that I am *[insert one of the descriptions below]*

- *a representative of the news media affiliated with the \_\_\_\_\_ newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.*
- *affiliated with an educational or noncommercial scientific institution and this request is made for a scholarly or scientific purpose and not for a commercial use.*
- *affiliated with a private business and am seeking information for use in the company's business.*
- *an individual seeking information for personal use and not for a commercial use.*

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

I also include a telephone number at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,

*[Name]*

*[Address]*

*[City, State, Zip Code]*

*[Telephone number]*