

Lackland AFB FOIA RSC
37 CS/SCOKF
2261 Hughes Ave Ste 102
Lackland AFB TX 78236-9802

Dear FOIA Manager

In accordance with the Freedom of Information Act (FOIA), I request (identify the documents or information as specifically as possible).

I am willing to pay required fees incurred in providing this information.

(Optional: I am willing to pay required fees for this information up to a maximum of \$ _____.
If fees exceed this amount, please obtain payment approval prior to incurring the debt or providing the information.)

If you have any questions regarding this request, please contact (point of contact, mailing address, telephone number, etc.)

Sincerely

(PRINTED NAME AND SIGNATURE)

Optional: In your request, you might want to state that you are willing to accept releasable information only. This will prevent your request from being denied in case there is information contained in the records you are requesting that is not releasable.