

JOINT TASK FORCE CIVIL SUPPORT
FOIA Officer
1504 Madison Ave

Fort Eustis, VA 23604

Dear FOIA Officer,

I am requesting records on [identify the subject(s) or record(s) as clearly and specifically as possible.]

If there are any fees for searching, reviewing, or copying the records, please let me know before you task my request. [or, please supply the records without informing me of the cost if the fees do not exceed a certain dollar amount, which I will agree to pay.]

If you deny all or any part of this request, please cite each specific exemption you think justifies your refusal to release the information and notify me of appeal procedures available under the law.

Optional: If you have any questions about this request, you may call me at (home phone) or at my (office phone).

Sincerely,

Name

Address