



DEA FOIA REQUEST LETTER

Instructions

- Please provide a detailed description
- If your request is for information concerning a deceased individual, you must provide a proof of death. Acceptable forms of proof of death include obituaries, death certificates, recognized sources that can be documented, date of birth is 100 years or greater, or Social Security Death Index page.
- If you wish to include additional specific information, attach another sheet of paper to this letter
- Options for sending your request, mail to the address listed below, fax to (202) 307-8556, or e-mail to [DEA.FOIA@usdoj.gov](mailto:DEA.FOIA@usdoj.gov)

Date: \_\_\_\_\_

DEA  
FOI/Records Management Section  
ATTN: FOI/PA Unit  
8701 Morrisette Drive  
Springfield, Virginia 22152

Dear FOIA Officer: \_\_\_\_\_

This is a request under the Freedom of Information Act.

Date range of request: \_\_\_\_\_

Description of request: \_\_\_\_\_

I am willing to pay up to \$\_\_\_\_\_ for the processing of the request. Please inform me if the estimated fee will exceed this limit before processing my request.

I am seeking information for personal use and not for commercial use.

Thank you for your consideration.

Name: \_\_\_\_\_

Title (Optional): \_\_\_\_\_

Business (if applicable) \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP Code \_\_\_\_\_

Country (if applicable) \_\_\_\_\_

Telephone (optional) \_\_\_\_\_

E-mail (optional) \_\_\_\_\_