May 16, 2022

Naval Criminal Investigative Service

Attn: Code OOLJF

27130 Telegraph Road

Quantico, VA 22134-2253

To Whom It May Concern:

I represent Client’s Name (DOB 01/01/1911) and under the provisions of the Freedom of Information Act, 5 U.S.C. § 552, and the Privacy Act, 5 U.S.C. § 552a., I request a complete, non-redacted copy of all investigative records, reports, summaries, and other documents referencing my client’s name. In addition, please send me all documents, impressions, notes, logs, recordings, and interviews related to the following incidents:

|  |  |  |
| --- | --- | --- |
| **Installation** | **Approximate Date** | **Incident Description** |
|  |  |  |
|  |  |  |

If the requested files are in another location, please provide me with the contact information for that agency and forward this request to the same.

My client’s funds are limited, so we ask you to waive any reproduction or mailing fees. If that is not possible, please let me know the amount in fees prior to production.

The Freedom of Information Act mandates interim or final compliance with this request within 20 working days after receipt. I have attached a copy of my Client’s DD214 to help expedite the process as well as a signed attorney appointment and authorization. Please send the requested information to the address (physical or digital) listed in the signature block. If you require additional information to process this request, please let me know as soon as possible.

Respectfully,

Attorney Name (Tex. Bar #123456)

San Antonio Legal Services Association

P.O. Box 12404

San Antonio, TX 78212

P:

Email:

Attorney for Client’s Name