

<<Your name>>
<<Your Street Address>>
<<Your City, State, Zip>>
<<Date of request>>

Department of Veterans Affairs
<<Office you wish to submit your request to>>
<<Office Street Address>>
<<Attn: Privacy Act Officer's name>>

Dear <<Privacy Act Officer>>:

This is a request under the Privacy Act.

Note: it is important to provide a detailed description of the records you seek to assist the Privacy Act Officer in providing you with a timely and satisfactory response.

I request that you provide a copy of <<the document you seek>>, or documents containing << the information you seek>>. <<specify whether these documents are about you directly or if you are authorized to request an individual's records under the Privacy Act. If you are an attorney acting on behalf of the record subject, you must provide a consent form signed by the record subject>>.

If you have any questions, I may be reached at <<your phone number>> or by e-mail at <<your e-mail address>>.

Sincerely,

<<Sign your request>>