

*NOTE: Requests may be made via snail mail or encrypted email*

## Requesting Personal Dive Logs Sample Letter

**From:** First MI Last  
123 Main St.  
San Diego, CA 92101

**To:** Commander Naval Safety Command,  
375 A Street  
Norfolk, VA 23511-4399  
Attn: Code 023  
Or  
(757) 444-3520 7837  
Or Email  
[SAFE-foia@navy.mil](mailto:SAFE-foia@navy.mil)

**Subj: REQUEST FOR PERSONAL DIVE HISTORY FOR:**

1. First MI Last, Rank/Rate, 123-45-6789 (SSN#)
2. Date: From when to when
3. Reason for request: Job Requirement
4. Return address: 123 Main St., San Diego, CA 92101
5. Return email address:
6. Phone Number: Cell, Office or Home
7. Return Delivery Format: Snail Mail or Email (PDF file)
8. Date of Request:
9. Comments/ Special Instructions:

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“I declare under penalty of perjury under the law of the United States of America, that the foregoing is true and correct.”

(SIGNATURE)  
First MI Last