[NOAA LETTERHEAD]

[REQUESTER'S NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP CODE]

Re: FOIA Request DOC-NOAA-**[20XX-00XXXX]**

Dear **[REQUESTER'S NAME]**:

This letter acknowledges receipt of your Freedom of Information Act (FOIA) request.

Your request was entered into FOIAonline, our request tracking database, on **[DATE]**. Your request tracking number is DOC-NOAA-**[20XX-00XXXX**].

You requested: **[...RE-STATE REQUEST]**.

Because the release of the particular documents you have requested is likely to significantly contribute to public understanding of the operations or activities of the Government a fee waiver has been granted for your FOIA request.

Pursuant to the FOIA fee schedule cited at 15 CFR §4.11, we determined that you are identified as a [**INSERT FEE CATEGORY**] requester and will be charged according to that fee structure.

15 C.F.R. 4.6(d) (2) allows an agency to extend the FOIA response deadline by ten business days for unusual circumstances. Due to **[*Pick appropriate reason(s): (i) The need to search for and collect the requested records from field facilities or other establishments separate from the office processing the request; (ii) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are the subject of a single request; or (iii) The need for consultation, which shall be conducted with all practicable speed, with another component or Federal agency having a substantial interest in the determination of the request.]*** we are choosing to invoke this 10 day extension and anticipate completing your request by **[Completion Date]**.

Please contact us if you are interested in narrowing the scope of your request. Narrowing your request will help expedite its processing.

If you have questions regarding your request, please contact [**LIAISON'S NAME]** at **[EMAIL]** or call **[PHONE NUMBER]**.

Sincerely,

[LIAISON SIGNATURE BLOCK]