[NOAA LETTERHEAD]

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

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

Dear **[REQUESTER NAME]**,

This letter is in response to your Freedom of Information Act (FOIA) request DOC-NOAA-**[20XX-XXXXXX]** dated **[DATE]**.

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

Pursuant to 15 CFR 4.4(c) "the records requested must be described in enough detail to enable Department personnel to locate them with a reasonable amount of effort. If possible, a request should include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter of the records. In general, the more specific the request describes the records sought, the greater likelihood that the Department will be able to locate those records."

Specifically, we need **[detail the information to need to clarify the request]**. Your request will not be processed until we hear from you. If we do not hear from you by **[DATE]**, we will close the request in our system. We receive correspondence only on business days from 8:30 a.m. to 5:00 p.m., Eastern Time. FOIA appeals received outside of our normal business hours will be deemed received on the next business day.

If you have questions regarding your this correspondence, please contact **[LIAISON'S NAME]** at **[EMAIL]** or by phone at **[PHONE NUMBER]**.

Sincerely,

[LIAISON SIGNATURE BLOCK]