[NOAA LETTERHEAD]

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

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

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

Thank you for your Freedom of Information Act (FOIA) request dated **[REQUESTED DATE]**, received by the National Oceanic and Atmospheric Administration (NOAA) on **[RECEIVED DATE],**

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

We would like to determine (1) whether you were still interested in the request and (2) whether the temporal responsive time cutoff needed to be changed with a subsequent submission considering the time-frame since the original request was submitted.

Please notify this office within 30 days of the date of this letter. If we do not hear from you we will administratively close this request without further action.

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

Sincerely,

[LIAISON'S SIGNATURE BLOCK]