[NOAA LETTERHEAD]

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

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

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

This confirms **[OUR TELEPHONE CONVERSATION OF (DATE OF CONVERSATION) / YOUR EMAIL OF (DATE OF EMAIL) /YOUR LETTER OF (DATE OF LETTER)]** in which you opted to withdraw your Freedom of Information Act (FOIA) request of **[DATE OF REQUEST LETTER]** for records relating to:

[RESTATEMENT OF WHAT REQUESTER IS SEEKING].

The withdrawal of your request does not preclude you from filing other requests in the future. If you have any questions regarding your request you may contact **[LIAISON NAME]** at [**LIAISON'S EMAIL ADDRESS]** or on **[LIAISON'S TELEPHONE NUMBER]**.

Sincerely,

[LIAISON SIGNATURE BLOCK]