[NOAA LETTERHEAD]

The records for request **[FO Tracking Number]** have been sent to the requester by mail due to the large volume of documents. You may obtain these documents by contacting **[Contact information]**.

Please provide;

1) the request tracking number and,
2) your contact information including email, phone, and mailing address.

All releasable documents will be sent to you.

Thank you,

[LIAISON SIGNATURE BLOCK]