[NOAA LETTERHEAD]

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

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

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

This letter is in follow-up to your Freedom of Information Act (FOIA) request entered into FOIAonline on **XXXXX XX, 201X**, seeking the following records:

(INSERT REQUEST DESCRIPTION FROM FOIAONLINE).

NOAA continually strives to improve its transparency and to provide FOIA requesters with a timely response to their FOIA requests as required by 5 U.S.C. § 552(a)(6)(A)(i). The government shutdown does not change the processing deadlines imposed by statute.

However, as a result of the lapse in Congressional appropriations, NOAA's FOIA backlog has grown significantly, and NOAA is now devoting significant time and resources to address the spike in pending FOIA requests. Despite the increased efforts, we anticipate that this will result in a delayed response to your request. As required in any multi-track FOIA program, NOAA processes its request on a first-in, first-out basis. As such, your request will be processed in the order it was received within its corresponding track (simple, complex, or expedited). We appreciate your patience as we respond to your request in turn. Please contact NOAA if you are willing to narrow the scope of your request to decrease the anticipated processing time of your request.

If you have any questions concerning the timing of the processing of your request, please call **(XXX) XXX-XXXX**.

Sincerely,

[LIAISON SIGNATURE BLOCK]