[NOAA LETTERHEAD]

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

Re: Request No. DOC-NOAA-**[20XX-000XXX]**

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

This letter is in response to your Freedom of Information Act (FOIA) request entered into our tracking system, FOIAonline, on **[DATE]**. Your request asked for records **[...RE-STATE REQUEST].**

NOAA determined that the cost for searching for responsive documents will exceed **[$20.00 or amount requester stated that he/she will pay.]** As required by the U.S. Code of Federal Regulations (CFR); 15 CFR Part 4.11(e), we are providing you with a fee estimate. The fee estimate is determined by the uniform fee schedule published in 15 CFR Part 4.11(c) (i). You meet the definition of requesters categorized as **[REQUESTER'S FEE CATEGORY]**.

We estimate that the cost to search for and review responsive records will be approximately **[ESTIMATED COST]**. **[ATTACH A TABLE DISPLAYING TIME, PERSON(S) NAME, ACTIVITY; E.G. SEARCH AND/OR REVIEW; IF APPLICABLE, 16% OF HOURLY RATE, SUB-TOTAL(S), GRAND TOTAL]**.

15 CFR 4.11(i) (2), requires that you pay the estimated fee prior to receiving requested records. Please make your check or money order payable to the **Treasury of the United States***,* and mail it to:

NOAA Public Reference Facility (SOU 10000),
1315 East West Highway (SSMC3), Room 9719,
Silver Spring, Maryland 20910

Complying with FOIA regulations, the time specified for completing your FOIA request stops until payment is received. When your payment is received, we will continue to process your request. If payment or other communication is not received by **[INSERT DATE]**, your FOIA request will be closed.

Please be aware that not all responsive documents are releasable under the FOIA. If you have questions regarding your request, please contact **[LIAISON'S NAME]** at **[EMAIL]** or **[PHONE NUMBER]**.

Sincerely,

[LIAISON SIGNATURE BLOCK]