

TEMPLATE: RESPONSE LETTER

[Date]

Via Electronic Mail OR Via First Class Mail

[Requester's Name]  
{Organization}  
{Address}  
{Address}  
{Email address}

Re: Response to Freedom of Information Act (FOIA) Request No. [xxxx-xxxxx]

Dear [Full Name]:

This is the [Agency Name] response to your FOIA request received [Date of Request], assigned tracking number [Tracking Number]. You requested the following:

["Quote (ideally) or paraphrase (if appropriate) the description of the records requested."]

Your request was processed under the FOIA, 5 U.S.C. § 552.

IF APPLICABLE: Full Release Language

A search was conducted by [Program Office]. Responsive records totaling [##] pages were located. The records are being released to you in full.

IF APPLICABLE: No Responsive Records Language

A search was conducted by [Program Office]. No records responsive to your request were located. [Explanation for no records, for example: "The records you seek exceed [Agency Name's] retention period and no longer exist.")] Therefore, [Agency Name] has determined that there are no records responsive to your records.

OR (when no search was needed to determine there are no records)

Upon inquiry, [Program Office] has indicated that [explanation for why no records exist/are maintained]. Therefore, [Agency Name] has determined that there are no records responsive to your request.

IF APPLICABLE: Full Withholding Language

A search was conducted by [Program Office]. Responsive records totaling xx pages were located. Upon review, [Agency Name] has determined to withhold these records in full, pursuant to FOIA Exemption #, 5 U.S.C. § 552(b)(#), as described below.

[Requester's Name]  
[Tracking No.]

**IF APPLICABLE: Partial Withholding Language**

Upon review, [Agency Name] has determined to partially withhold certain records pursuant to FOIA Exemption(s) #, 5 U.S.C. § 552(b)(#), described below. Redactions have been placed on the withheld information and indicate the exemption(s) applied.

**[INSERT APPLICABLE EXEMPTION(S) LANGUAGE]**

Further, [Agency Name] considered the FOIA's foreseeable harm standard under 5 U.S.C. § 552(a)(8)(A)(i)(I) and determined that disclosure would harm an interest protected by the exemptions applied.

You were classified as a [educational OR non-commercial scientific institution OR representative of the news media OR commercial OR "all other"] requester for purposes of fee assessment. In this instance, no fees are being charged.

If you are not satisfied with [Agency Name's] determination, you may administratively appeal in writing by email to [Agency Appeals Email Address] or by mail to:

[Agency Appeals Mailing Address]

An appeal should include a copy of the initial request, a copy of the letter denying the request, and a statement explaining why you believe the denying official erred. Appeals must be electronically transmitted or postmarked within 90 calendar days of the date of this letter.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS by e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; facsimile at 202-741-5769; or by mail at:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001

You may also contact [Agency Name's] FOIA Public Liaison for assistance or dispute resolution at [Agency FOIA Public Liaison email address] or [Agency FOIA Public Liaison phone number].

If you have any questions regarding this matter, please contact [FOIA Specialist Name] at [telephone] or [email].

Sincerely,

[Requester's Name]  
[Tracking No.]

[Name]  
[Title]  
[Office Name]  
[Agency Name]

Enclosure(s): Responsive Records (xx page(s))