

[date]

Freedom of Information Act/Privacy Act Officer

[Agency]

[Address]

Dear Records Custodian:

This is a request under provisions of Title 5, U.S.C. § 552, the Freedom of Information Act, and Title 5, U.S.C. § 552a, the Privacy Act.

Please furnish me with copies of all records on [details] that are contained in the following systems of records:

In order to facilitate your search of records systems, I provide the following information:

[be as specific as possible with as much info as possible]

In the event that any part or all of the requested records are withheld, please furnish me with a complete list of all records withheld and the specific exemption being claimed for the withholding of each.

Please notify us in advance of estimated costs before proceeding with copying. Should you have any questions regarding this request, please call or write at the address above.

Thank you in advance for your response to this request.

Very truly yours,

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