



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

SAMPLE#1 FOIA RESPONSE LETTERS
Fully-releasable Documents

Dear Mr. Smith:

This letter is in response to your Freedom of Information Act request dated July 20, 1997, for information pertaining to U.S. economic sanctions against Iraq for the period May 21, 1991 through June 19, 1992.

The enclosed documents are being released to you in their entirety.

Sincerely,

John Doe
Director, XXX

FOI '00-01

FOIA RESPONSE LETTERS MUST BE CLEARED BY FOIA OFFICER BEFORE THEY ARE SIGNED.



