

SAMPLE #2 FOIA RESPONSE LETTER

No Responsive Documents

Dear Mr. Smith:

This letter is in response to your July 20, 1999 Freedom of Information Act (FOIA) request, received on July 24, 1999, for information pertaining to U.S. economic sanctions against Iraq for the period May 21, 1991 through June 19, 1992.

There are no documents responsive to your request. We have searched all International Trade Administration offices that might reasonably be expected to have responsive documents.

You have the right to appeal this response. An appeal must be received within 30 calendar days of the date of this letter by the Assistant General Counsel for Administration, Room 5898-C, US Department of Commerce, 14th & Constitution Avenue, NW, Washington, DC 20230. Your appeal may also be sent by e-mail to FOIAAppeals@doc.gov or by facsimile (fax) to 202/482-2552. The appeal must include a copy of the original request, this response to the request, and a statement of the reason why withheld records should be made available and why denial of the records was in error. The submission (including e-mail or fax submission) is not complete without the required attachments. The appeal letter, envelope, the e-mail subject line, and the fax cover sheet should be clearly marked "Freedom of Information Act Appeal." The e-mail, fax machine, and office are monitored only on working days during normal business hours (8:30 am to 5:00 pm, Eastern Standard Time, Monday through Friday). FOIA appeals posted to the e-mail box, fax machine or office after normal business hours will be deemed received on the next business day.

Sincerely,

John Doe
Director, XXX

FOI '00-01

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