

SAMPLE #3 FOIA RESPONSE LETTER
Redacted Responsive Documents

Dear Mr. Smith:

This letter is in response to your July 20, 2000 Freedom of Information Act (FOIA) request, received on July 24, 2000, for information pertaining to U.S. economic sanctions against Iraq for the period May 21, 1991 through June 19, 1992.

Enclosed are five documents responsive to your request. These documents are being provided in their entirety.

Three documents are being provided in part. Portions of the three documents have been redacted pursuant to FOIA exemption (5 U.S.C. § 552 (b)(4)), which protects trade secrets and commercial or financial information obtained from a person that is privileged or confidential. The materials being withheld in their entirety consist of information pertaining to U.S. companies, their products, and their marketing efforts in foreign countries.

Five documents are being withheld in their entirety pursuant to FOIA exemption (5 U.S.C. § 552 (b)(1)), which protects from disclosure national security information concerning the national defense or foreign policy, provided that it has been properly classified in accordance with the substantive and procedural requirements of an executive order.

Nineteen documents are being withheld in their entirety pursuant to exemption FOIA exemption (5 U.S.C. § 552 (b) (4)).

Six documents are being withheld in their entirety pursuant to FOIA exemption (5 U.S.C. § 552 (b)(5)), which protects internal Federal government documents which are both predecisional and deliberative. In addition, the attorney work-product privilege and the attorney-client privilege have been incorporated into this exemption.

One document is being withheld in its entirety pursuant to FOIA exemption (5 U.S.C. § 552 (b)(6)), which protects personnel and medical files and similar files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Twenty five documents, which were originated by the State Department, were found to be responsive. Pursuant to Department of Commerce regulations (15 CFR § 4.6 (a) (4)), these documents were referred to the State Department for direct response to you.

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.