

FOIA STATUS REQUEST FORM

From:

To: IMA FOIA Requester Service Center
ATTN: IMAH-HRD-A
US Army Installation Management Agency
2511 Jefferson Davis Highway
Arlington, VA 22202

Subject: STATUS OF FOIA REQUEST

Encl: (1) FOIA Request
(2) Letter of Acknowledgement

1. Enclosure 1 is a copy of a FOIA request that I submitted to [installation name] on [date] via [letter, email, fax].

2. To date:

I have only received a letter of acknowledgement and was assigned case number _____. See enclosure 2.

I have not received a letter of acknowledgement.

I have not received a response.

Other [provide additional information]. _____

3. Please provide me with a status regarding the processing of my request.

4. Please contact me at:

Address: _____

By telephone (area code): _____

By email: _____