

**Date:**

ATTN: FOIA  
Archival Operations Division  
National Archives and Records Administration  
700 Pennsylvania Ave, NW, Room G7  
Washington, District of Columbia 20408-0001

Re: Freedom of Information Act Request

To Whom It May Concern:

Under the Freedom of Information Act, 5 U.S.C. § 552, I am requesting access to records pertaining to the following:

If you deny all or any part of this request, please cite each specific exemption you think justifies your refusal to release the information, and notify me of appeal procedures available under the law.

Thank you for your consideration,

**Name:**

**Address:**

**City, State, Zip Code:**

**Telephone:**

**Email:**