

FOIA STATUS REQUEST

From:

To: **IMCOM**
FREEDOM OF INFORMATION ACT (FOIA) / PRIVACY ACT
RESOURCE CENTER
ATTN: FOIA Office

2405 Gun Shed
San Antonio, TX 78234

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:
