

DRAFT LETTER

DATE

Name of Requester
Address of Requester
City, State 12345

Salutation:

This letter is in response to your Freedom of Information Act (FOIA) request dated (insert date) and received by our office on (insert date). You have requested documents (describe the documents sought).

Based on a search located in the (name of State Office or name of Headquarters office), a total of XX pages of records were located and determined to be responsive to your request. We have reviewed XX pages and have determined that XX pages may be released in full, XX pages may be released in part, and XX pages may be withheld in full.

The information on XX pages is withheld based on Exemption 3 of the Freedom of Information Act (FOIA). Exemption 3 permits the government to withhold information in NRCS' records specifically exempted from disclosure by another Federal Statute. In this case, Section 1619 (b) of the Food, Conservation and Energy Act of 2008, prohibits disclosure of the information requested.

The records you have requested include information that NRCS has obtained from (an) agricultural producer(s) or (a) landowner(s) that concerns their (select all that apply based on the specific records requested: farming or agricultural operation- including production and marketing of agricultural commodities and livestock, farming practices, conservation practices, or the land itself). The type of information withheld includes (describe type of information specific to the requested records). This information is required to be provided to NRCS in order for the agricultural producers (and/or) landowners shown on these records to participate in NRCS' farm programs.

You have the right to appeal the denial of the release of any information requested. You may appeal the response by writing within 45 days of the date of this letter to:

Arlen Lancaster, Chief
Natural Resources Conservation Service
U. S. Department of Agriculture
Post Office Box 2890
Washington, D.C. 20013

Sincerely,

(NAME OF STATE/NATIONAL FOIA OFFICER)

(TITLE OF STATE/NATIONAL FOIA OFFICER)