

Date

Freedom of Information Act Request

Attn: Deryl L. Richardson, Jr
National FOIA/PA Officer
Natural Resources Conservation Service
U.S. Department of Agriculture
1400 Independence Ave S.W. RM 4242-S
Washington, DC 20250

Dear Mr. Richardson:

Pursuant to the Freedom of Information Act, 5 U.S.C. § 552, I am requesting copies of *[identify the records as clearly and specifically as possible, specifying dates and record location if possible]*.

For fee purposes, I am a *[select commercial, media, scientific, educational, or other]* requester and am willing to pay up to \$XX.XX to process my request. If the fees are above the amount I am willing to pay, please notify me.

If you deny all or any part of this request, please cite each specific exemption you think justifies your withholding of information. Notify me of appeal procedures available under the law. If you have any questions pertaining to my FOIA request, you may email me at *[yourname@domain.com]* or call me at *[list telephone number]*.

Sincerely

Name

Address