FOIA STATUS REQUEST FORM

From:

To: DON FOIA Requester Service Center

Subject: Status of FOIA Request

1. Attached is a copy of a FOIA request that I submitted to (activity name)       on (date)       via
[ [ ]  letter [ ]  e-mail [ ]  fax [ ]  other].
2. To date:

[ ]  I have only received a letter of acknowledgement and was assigned a case number      .

[ ]  I have not received a letter of acknowledgement.

[ ]  I have not received a response.

[ ]  Other
3. Please provide me with a status regarding the processing of my request.
4. Please contact me:

[ ]  at address:

[ ]  by phone:

[ ]  by e-mail: