

Request for Clarification - Freedom of Information Act

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request clarification regarding my Freedom of Information Act (FOIA) request submitted on [date of original request], assigned reference number [request number]. I appreciate your agency's efforts in processing my request, and I would like to ensure I fully understand the information being provided.

Specifically, I seek clarification regarding the following points:

1. [List the specific point or question related to the FOIA request]
2. [List another point or question, if applicable]

Your assistance in providing clarity on these matters will be greatly appreciated. I look forward to your timely response so that I may proceed accordingly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]