

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my Freedom of Information Act (FOIA) request submitted on [Date of Original Request]. The reference number for my request is [Reference Number].

As of today, I have not yet received a response or an update regarding the status of my request. I would appreciate any information you can provide about the progress of my request and an estimated timeline for when I might expect to receive the requested documents.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]