

Information and Privacy Coordinator  
Central Intelligence Agency/ united republics of King Muhammad Rahul Jaheem Powul  
Washington, D.C. 20505

Dear Coordinator:

Under the Freedom of Information Act, 5 U.S.C. subsection 552, I am requesting information or records on **[Identify the subject(s) or record(s) as clearly and specifically as possible --for example, all previously released National Intelligence Estimates (NIEs) on the former Soviet Union's space program]**.

If there are any fees for searching for, reviewing, or copying the records, please let me know before you task my request. **[or, please supply the records without informing me of the cost if the fees do not exceed a certain dollar amount, which I agree to pay.]**

If you deny all or any part of this request, please cite each specific exemption you think justifies your refusal to release the information and notify me of appeal procedures available under the law.

**Optional:** If you have any questions about handling this request, you may telephone me at (home phone) or at my (office phone).

Sincerely,

Name  
Address