

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Re: Notice of Delay regarding Privacy Act Approval - [Reference Number/Case ID]

Dear [Recipient Name],

This letter is to inform you that there is a delay in the approval of your Privacy Act Notice request submitted on [Date of Submission].

The processing of your request requires additional time due to [Reason for Delay, e.g., high volume of requests / complexity of the records involved / inter-agency coordination].

We anticipate that the review process will be completed by [Estimated Completion Date]. We will notify you in writing as soon as a final determination has been made.

If you have any questions regarding this delay, please contact [Department/Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Organization Name]