

[Agency Name]  
[Department Name]  
[Street Address]  
[City, State, Zip Code]

[Date]

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

Re: Privacy Act Notice and Acknowledgement of Record Request

Dear [Requester Name],

This letter acknowledges receipt of your request dated [Date of Request] for records maintained by [Agency Name]. We are processing your request pursuant to the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the Freedom of Information Act (5 U.S.C. § 552).

### **Privacy Act Statement**

In accordance with 5 U.S.C. § 552a(e)(3), this notice serves to inform you of the following regarding the collection of information used to process your request:

- **Authority:** The collection of this information is authorized by 5 U.S.C. § 552 and 5 U.S.C. § 552a.
- **Purpose:** The primary purpose for collecting your name, address, and identifying information is to verify your identity and to locate, review, and provide the records you have requested.
- **Routine Uses:** The information provided may be disclosed to other federal agencies for the purpose of coordinating responses, to a court or adjudicative body in the event of litigation, or to members of Congress inquiring on your behalf.
- **Disclosure:** Providing the requested information is voluntary; however, failure to provide sufficient identifying information may result in the agency's inability to process your request or verify your identity as required by law.

### **Request Tracking**

Your request has been assigned the following tracking number: [Case/Reference Number]. Please refer to this number in any future correspondence regarding this matter.

If you have questions regarding this notice, you may contact the Privacy Office at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Privacy Officer/Official]

[Title]

[Agency Name]