UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION IX
75 Hawthorne Street
San Francisco, CA 94105

Name
Company
Street
City, State Zip

Re: Freedom of Information Act Request No. EPA-R9-20XX-XXXXXX, Request for a Written Assurance of Payment

Dear Mr./Ms. [Last name]:

This letter concerns the above-referenced Freedom of Information Act (FOIA) request, received by the U.S. Environmental Protection Agency (EPA or Agency) on [MONTH DAY, YEAR], in which you requested [INSERT directly what the FOIA request stated or accurately paraphrase description of requested records].

EPA has estimated that the aggregate cost to process your request as $ XXX.00. This total is based on [X number] of staff members to search for, review, and duplicate responsive records, using the appropriate rates contained in 40 C.F.R. § 2.107(c)(2)(i)(B). Pursuant to 40 C.F.R. § 2.107(e), EPA requires written assurance of payment before processing the FOIA request when the estimated fees exceed $25.00. Once your written assurance of payment is received, we will begin to process your FOIA request.

If the actual costs fall below the provided estimate, you will only be billed the actual cost amount. If we find that the provided estimate will be insufficient to cover actual costs, we will complete work up to the amount in the assurance of payment, provide you with an estimate of fees for the remainder of work, and seek assurance of payment before completing the remainder of work. If you would like to reduce the scope of your request to reduce fees, please contact me.

In estimating costs to process your FOIA requests, the EPA has interpreted your request for [EXPLAIN THE SCOPE OF THE REQUEST IF BROAD/NARROW]. If you wish to clarify your request to cover a [BROADER SCOPE/NARROWER SCOPE], the estimated costs will be [HIGHER/LOWER][.][IF BROADER: “, and EPA would need to receive further assurance of payment and would likely need additional time to process this request.”]

Please respond to this letter with your payment assurance for the full amount, [$XXX.00] within ten calendar days from the date of this letter.

You may email me at [EMAIL ADDRESS] with your response or contact me at [TELEPHONE] if you have any further questions. If we do not receive a response from you within this time period, we

will consider your request to be voluntarily withdrawn. If you wish to request information connected to this request in the future, please reference the FOIA request number.

Sincerely,

_____
[NAME]
[TITLE]

Cc: XXXX