

Dear Administrator,

This is an appeal under the Freedom of Information Act, 5 U.S.C. § 552.

I am challenging an improper delay in the handling of my request: *[Insert the tracking number]*.

I submitted the request on *[date]* but more than 20 business days have elapsed and no records have yet been released. I trust that upon receipt of this appeal, you will grant it, and require the request be processed forthwith.

I certify that the information contained in this appeal is true and correct to the best of my knowledge.

Thank you in advance for your assistance,

Sincerely,

*[Your name and contact information]*