[Date]

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This office is in receipt of your request for records made in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). You have requested records relating to [*describe the records sought by the requester*]. This office has no records responsive to your request. [*Explain the circumstances; e.g., the records do not exist because they were never created by the public body, the records do not exist because they were destroyed according to the retention schedule under the Virginia Public Records Act, the records were destroyed in a flood or fire, the records cannot be found, etc.]* *If another public body is known to have the requested records, add this line:* You may wish to contact [*name of contact person*] at [*name of the public body that has the records*]. [*He/she*] may be reached at [*telephone number, electronic mail address, or other contact information*].

Thank you for contacting this office.

Sincerely,