

[Date]

Field Supervisor
Wyoming Ecological Services Office
U.S. Fish and Wildlife Service Region 6
5353 Yellowstone Road, Suite 308A
Cheyenne, WY 82009

Re: Request to withhold personal information under Freedom of Information Act

To Whom It May Concern:

With this letter, I request that you withhold from production certain personal information related to me in the event of a Freedom of Information Act request. In particular, I request that you withhold all information you have in your possession relating to my Candidate Conservation Agreement with Assurances approved by the US Fish and Wildlife Service on [date], and the associated Enhancement of Survival Permit issued to me on [date]. The information I request you withhold includes my name, location of my enrolled property, proprietary business data, [insert additional information here]. I believe that this information should be withheld from disclosure pursuant to the Personal Privacy exemption of the Freedom of Information Act

In accordance with Section III. B. i. *i (d)* of your Draft Candidate Conservation Agreements with Assurances Handbook, I request a written determination of whether you will withhold my information from public disclosure, as requested above.

Thank you for your timely response.

Sincerely,

[name]