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U.S. Department of Homeland Security
425 I Street, NW
Washington, DC 20536



**U.S. Immigration
and Customs
Enforcement**

[Date]

[Name of Relative]

[Address]

Dear Mr./Ms. [Name of Relative],

I am writing you on behalf of U.S. Immigration and Customs Enforcement (ICE) and regret that I must inform you of the death of your [insert relative's relationship with detainee, i.e. brother, sister, etc.], [detainee name]. I extend to you and your family the deepest sympathies of our entire agency for your loss.

Your [insert relative's relationship with detainee] passed away on [date]. [His/Her] death was due to [provide brief description of cause of death].

In order to ensure that all of your questions are answered, please feel free to contact [name of the FOD] at [phone number of the FOD] or [name of the consulate official] at [phone number of the consulate official].

Please accept our deepest condolences for your loss.

Sincerely,

[FOD Name]
Field Office Director
[Detention Facility]

U.S. Department of Homeland Security
500 12th St SW, Stop 5009
Washington, DC 20536



**U.S. Immigration
and Customs
Enforcement**

September 14, 2018

Russ Kick
P.O. Box 36914
Tucson, AZ 85740-6914

RE: ICE FOIA Case Number 2018-ICFO-58760

Dear Mr. Kick:

This letter is the final response to your Freedom of Information Act (FOIA) request to U.S. Immigration and Customs Enforcement (ICE), dated August 21, 2018, for a copy of the condolence letter template mentioned in ICE directive 7-9.0 ("Notification and Reporting of Detainee Deaths").

ICE has considered your request under the FOIA, 5 U.S.C. § 552.

A search of the ICE Enforcement and Removal Operations (ERO) for records responsive to your request produced one (1) page that is responsive to your request. ICE has determined that the one (1) page will be released in its entirety; ICE has claimed no deletions or exemptions.

If you deem this to be an adverse determination, you may exercise your appeal rights. Should you wish to do so, you must send your appeal and a copy of this letter, within 90 days of the date of this letter following the procedures outlined in the DHS FOIA regulations at 6 C.F.R. Part 5 § 5.8, to:

U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
U.S. Department of Homeland Security
500 12th Street, S.W., Mail Stop 5900
Washington, D.C. 20536-5900

Your envelope and letter should be marked "FOIA Appeal." Copies of the FOIA and DHS regulations are available at www.dhs.gov/foia.

Provisions of FOIA allow DHS to charge for processing fees, up to \$25, unless you seek a waiver of fees. In this instance, because the cost is below the \$25 minimum, there is no charge.

If you need any further assistance or would like to discuss any aspect of your request, please contact the FOIA office and refer to FOIA case number **2018-ICFO-58760**. You may send an e-

mail to ice-foia@ice.dhs.gov, call toll free (866) 633-1182, or you may contact our FOIA Public Liaison, Fernando Pineiro, in the same manner. Additionally, you have a right to right to seek dispute resolution services from the Office of Government Information Services (OGIS) which mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. You may contact OGIS as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,

Matthias Headland
for

Catrina M. Pavlik-Keenan
FOIA Officer

Enclosure: 1 page