

Date

_____, Records Access Officer
Town of _____, Town Hall
Address

Re: Freedom of Information Law Request

Dear _____,

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officer Law, I hereby request records or portions thereof pertaining to _____
_____.

If there are any fees for copying the records requested, a) please inform me before filling the request or b) please supply the records without informing me if the fees are not in excess of \$_____.

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

(signature)

Print name, address and phone number