

Date: _____

Records Access Officer

Re: Freedom of Information Law Request

Dear Records Access Officer:

Under the Provisions of New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to:

(Please attempt to identify the records in which you are interested as clearly as possible)

The Freedom of Information Law requires that an agency respond to a request within five (5) business days of the receipt of request. Therefore, I would appreciate a response as soon as possible and expect to be hearing from you shortly.

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

Very Truly Yours,

Name

Address