

FREEDOM OF INFORMATION (FOIL) REQUEST LETTER

DATE: _____

Records Access Officer
Town of North East
19 N. Maple Avenue
P.O. Box 516
Millerton, NY 12546

Re: Freedom of Information Law Request

Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to or containing the following: *(attempt to identify the records in which you are interested as clearly as possible)*

If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at _____.

If there are any fees for copying the records requested, please inform me before filling the request.

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 days to grant or deny access in whole or in part, or if more time is needed, to acknowledge the receipt of the request in writing and indicate an approximate date by which the agency will respond to the request, usually not more than 20 additional business days. 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

Name: _____

Address: _____

City, State, ZIP code: _____

FOR OFFICE USE:

Received: _____ Initial response: _____

Departments: _____
