

FREEDOM OF INFORMATION LAW REQUEST

New Baltimore Town Hall
3809 County Route 51
Hannacroix, NY 12087

_____ date

Dear _____

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 _____

If there are any fees for copying the records requested, please supply the records without informing me if the fees are not in excess of \$.25 per page.

As you know, the Freedom of Information Law requires that an agency acknowledge a request within five business days of receipt. 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,

Signed _____

Printed name _____

Mailing address _____

City, state, zip _____