

Records Access Officer

Village of Dexter

PO Box 62

509 Liberty Street

Dexter, New York 13634

Phone: {315} 639-6260

e-mail: mayordexter@villageofdexterny.com

RE: Freedom of Information Law Request for Records

Dear Records Access Officer,

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of records or portions thereof pertaining to {or containing the following}: **Please identify/describe the records and provide all relevant information and include date of records if possible.**

I understand there is a fee of \$.25 per page for duplication of records requested.

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 a 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 the appeal should be directed.

Respectfully,

Signature _____

Print Name _____

Address _____

City _____

State _____ Zip Code _____

Phone _____

e-mail _____