

Records Access Officers
Village of Macedon
81 Main Street
Macedon, NY 14502

Re: Freedom of Information Law Request

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 records or portions thereof pertaining to:

(Attempt to identify the records in which you are interested as clearly as possible.)

I am aware that the first 3 copies of the requested document are free of charge and understand that for each additional copy beyond the first three a charge of \$.25 per copy will be imposed.

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 reason for denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature of Requestor

Date