

Mary Beth Jensen, Records Access Officer
Village of Orchard Park
4295 South Buffalo Street
Orchard Park, NY 14127

Re: Freedom of Information Law Request

Dear Ms. Jensen:

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 record in which you are interested as clearly as possible)*

If there are any fees for copying the records requested, **above and beyond twenty-five cents (\$.25)** per copy:

_____ please inform me before filling the request

OR

_____ please supply the records without informing me,
if the fees are not in excess of \$ _____

As you know, the Freedom of Information Law requires that an agency respond to a request within five (5) 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 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: _____

Phone: _____

Date: _____