

Megan C. Anderson
Village Clerk-Treasurer



31 S. Main Street, Fairport, NY 14450
Office: (585) 421-3202
Email: mca@fairportny.com

Date: _____

Records Access Officer
Village of Fairport
31 South Main Street
Fairport, New York 14450

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 understand that there is a \$.25 per copy fee for duplicating the records requested, and that I will be informed of the cost and will pay the fee before my request is filled.

As you know the Freedom of Information Law requires that an agency respond to a request within five (5) business days of receipt of the 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.

Sincerely,

Signature

Please Print: Name _____

Address _____

City, State, Zip _____

Phone _____