

Date: _____

Records Access Officer
Town of Horseheads
150 Wygant Road
Horseheads, NY 14845

Re: Freedom of Information 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 portion there of pertaining to:

(Please attempt to identify the records in which you are interested as clearly as possible)

The fees for copying the records requested are .25¢ per copy.

The Freedom of Information Law requires that an agency respond to a request within five (5) business days of the receipt of a request. Therefore, I would appreciate a response as soon as possible and expect to be hearing from you shortly.

If, for any reason, any portion of this request is denied, please inform me of the reason(s) for the denial in writing and provide me with the name and address of the person or body to who an appeal should be directed.

Very Truly Yours,

Name & Address