FOIL Request Letter

[Date]
Records Access Officer
Amherst Central School District
55 Kings Highway Amherst, New York 14226

Re: Freedom of Information law Request

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 (or containing the following) _____ [attempt to identify the records in which you are interested as clearly as possible.] If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at _____.

If there are any fees for copying the records requested, 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 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 and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

[Signature]
[Name]
[Address]
[City, State, Zip Code]