

Records Access Officer
Public Schools of the Tarrytowns
200 North Broadway
Sleepy Hollow, NY 10591

Re: Freedom of Information Law Request for Records

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 a copy of records or portions thereof pertaining to (or containing the following): _____

(identify/describe the records and provide all relevant information and include dates of records if possible).

I understand there is a fee of \$.25 per page for duplication of the records requested. (OPTIONAL: If the fee exceeds \$ _____, please contact me before duplicating the records.)

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 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 _____

Email Address _____

Phone Number _____