

Records Access Officer
Village of Mohawk
28 Columbia Street
Mohawk, NY 13407

RE: FREEDOM OF INFORMATION LAW REQUEST (F.O.I.L.)

Dear Records Access Officer:

Under provisions of the New York State Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request to examine records thereof pertaining to:

If there are any fees for copying the records requested, please inform me before filling my request.

As you know, the Freedom of Information Law requires that an agency respond to a request within five (5) business days of the 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 reason for the denial in writing and provide the name and address of the person or body to whom an appeal may be directed.

Sincerely,

Signed: _____

Please Print

Name: _____

Address: _____

Tel.: _____

Date: _____