

Date: _____

Records Access Officer
Town of Warsaw
83 Center Street
Warsaw, New York 14569

RE: Freedom of Information Law

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

I have been informed that the price per page is .25 plus the cost of shipping if necessary.

There will be a determined fee if the request is voluminous plus the cost of shipping if necessary.

The Freedom of Information Law requires that an agency respond to a request within 5 business days of receiving the request. Therefore, I would appreciate a response as soon as possible.

If for any reason any portion of my request is denied please inform me of the reasons for denial in writing along with a name and address of the person or body to whom an appeal should be directed.

Sincerely,

Written name

Printed name

Address