

Date of Request:

Town Clerk  
Town of Rockland  
Main Street  
P.O. Box 964  
Livingston Manor, NY 12758

Re: Freedom of Information Law Request

Dear Madam:

Under the provision of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to \_\_\_\_\_

\_\_\_\_\_

If there are any fees for copying the records requested, please advise.

As you know, the Freedom of Information Law requires that an agency respond to a request within five (5) 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.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_