



VILLAGE *of*  
SKANEATELES

26 Fennell Street  
Skaneateles, NY 13152  
villageofskaneateles.com  
315-685-3440

Date: \_\_\_\_\_  
Re: Freedom of Information Law Request

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:

**(Attempt to identify the records in which you are interested as clearly as possible.)**

I understand that there is a \$ .25 per copy fee for duplicating the records requested and that I will be informed of the cost and will pay the fee before my request is filled.

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

<b>CONTACT INFORMATION</b>		
Name:		
Address:		
City:	State:	Zip:
Phone:		
Email:		
<b>I prefer to receive records</b>		
<input type="checkbox"/>	Electronically	<input type="checkbox"/> Mailed <input type="checkbox"/> In person

Sincerely,

\_\_\_\_\_  
(Signature)