

FREEDOM OF INFORMATION REQUEST LETTER

Date:

Virginia L. Ignatowski, Town Clerk
Town of Chili
3333 Chili Avenue
Rochester, NY 14624

Re: Freedom of Information Law Request

Dear Mrs. Ignatowski:

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 _____

(Identify the records which you are interested as clearly as possible)

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

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing.

Sincerely,

Signature

Also Include: Name
 Address
 City, State, Zip
 Telephone Number
 E-Mail Address: