
Date

Records Access Officer
The Smithtown Special Library District
1 North Country Road
Smithtown, New York 11787

RE: Freedom of Information Law Request

Dear Records Access Officer:

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)

If there are any fees for copying the records requested, please inform me before filling the request (or: please supply the records without informing me if the fees are not in excess of \$_____).

Sincerely,

(Signature)

Name
Address
City, State, Zip Code

SAMPLE APPEAL LETTER

Date

Name of Agency Official
Appeals Officer
The Smithtown Special Library District
1 North Country Road
Smithtown, New York 11787

RE: Freedom of Information Law Appeal

Dear _____

I hereby appeal the denial of access regarding my request, which was made on _____(date)
and sent to_____

_____(Records Access Officer,
The Smithtown Special Library District, 1 North Country Road, Smithtown, New York 11787.

The records that were denied include:_____

_____(enumerate records that were
denied).

Sincerely,

(Signature)

Name
Address
City, State, Zip Code