

**Requesting Records** (Sample PDF)

Today's Date: \_\_\_\_\_

FOIL Officer  
Dutchess County Water and Wastewater Authority  
1 Lagrange Avenue  
Poughkeepsie, NY 12603

Re: Freedom of Information Law (FOIL) Request

Dear FOIL 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 (or containing the following):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attempt to identify the records in which you are interested as clearly and as specifically, as possible. Attach additional pages if needed.) If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at \_\_\_\_\_ or email at \_\_\_\_\_.

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

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. 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.

Sincerely,

*Signature*

Name  
Mailing Address  
City, State, ZIP code