

**Sample Freedom of Information Law (FOIL) Request  
Letter Requesting Records**

Jeffrey L'Amoreaux, Records Access Officer  
Maine-Endwell Central School District  
712 Farm to Market Rd.  
Endwell NY 13760

Re: Freedom of Information Law Request

Records Access Officer:

Under the provisions of the New York Freedom on 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 as possible). If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at \_\_\_\_\_.

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 \$ \_\_\_\_\_).

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. 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.

Sincerely,

Signature  
Name  
Address  
City, State, Zip Code

**Sample Freedom of Information Law (FOIL) Request  
Requesting Records via Email**

Subject line of your request should be "FOIL Request."

Records Access Officer: (jlamoreaux@me.stier.org)

Please email the following records if possible (include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.):

**OR**

Please advise me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies (include as much detail about the records as possible, including relevant dates, names, descriptions, etc.):

**OR**

Please inform me of the cost of providing paper copies of the following records (include as much detail about the records as possible, including relevant dates, names, descriptions, etc.).

**AND/OR**

If all of the requested records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).

If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD or floppy disk.

If my request is too broad or does not reasonable describe the records, please contact me via email so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated.

If it is necessary to modify my request, and an email response is not preferred, please contact me at the following telephone number: \_\_\_\_\_.

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, address and email address of the person or body to whom an appeal should be directed.

Name

Address, if records are to be mailed.