**Freedom of Information Sample Letter**

*Instructions: please use this format to request information per FOIL. You may send this via email or written letter. Additional copies will be provided in our main office.*

Records Access Officer (Jazlyn Jacobs)  
Forte Preparatory Academy Charter School

32-20 108th Street

East Elmhurst, NY 11369

Re: Freedom of Information Law Request

To: 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 (or containing the following) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (as clearly as possible attempt to identify the record(s) you are interested in obtaining or reviewing, include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.).

If my request appears to be extensive or fails to reasonably describe the record(s), please contact me in writing or by phone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If there are any fees for copying the record(s) 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  
Telephone number