

Preliminary Response to Freedom of Information Request

[Name]

[Address]

Dear Sir/Madam:

I am hereby acknowledging your request dated [date] to inspect records of the [City/Village/Town] of [name of City/Village/Town].

I will advise you within the next five (5) business days whether or not the information will be granted or denied, or inform you within 20 days of receipt of your request when your request will be granted or denied, or what reasonable period will be needed to respond to your request, in accordance with the Public Officers Law. There is a charge of \$.25 per page for the requested documentation, payable in advance. I will notify you of the amount due upon determination that the records are available.