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## Freedom of Information Request Sample Letter

Pursuant to New York Public Officers Law sections 84 *et seq.*, the public has the right to obtain certain government documents. The following is a sample Freedom of Information Law (FOIL) letter.

[Date]

[Head of State Agency or Records Access Officer]

[Name of State Agency]

[Address of State Agency]

Dear [Head of Agency or Records Access Officer]:

I am writing to request the reproduction of documents pursuant to the New York Freedom of Information Law, N.Y. Public Officers Law sections 84 *et seq.* Please provide copies of [list applicable documents] submitted by [name of Corporation Agency and address] during the time period of [dates].

I am authorizing the expenditure of up to [dollars] for copying costs. Please notify me if the copying will entail additional funds.

Thank you for your assistance. If you need additional information, please contact me at the number or address listed below.

Sincerely,

[Name of Requesting Party]

[Address of Requesting Party]

[Telephone no. of Requesting Party]