



Records Department
New Paltz Police Department
23 Plattekill Avenue
New Paltz, NY 12561

Do not write in this area, for NPPD
personnel only.

Received stamp here

Re: Freedom of Information Law Request

Under the provisions of the New York State Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to; *(attempt to identify the records in which you are interested as clearly as possible.)*

Include any and all dates if applicable _____

As you know, the Freedom of Information Law requires that an agency respond to a request within five (5) 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.

Regards;

(print name) _____

(signature) _____

(address) _____

(phone #) _____

Please advise us as to how you like the above requested information delivered;

call me, I'll pick it up send to address above *(you must provide stamped self addressed envelope)*

fax to: _____