Denise Murphy, Records Access Officer
Town of Northumberland
PO Box 128.
Gansevoort NY 12831

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 _____