

Jason Cozza, Records Access Officer  
Village of Hamburg  
100 Main Street  
Hamburg, New York 14075-4988

Re: Freedom of Information Law Request

Dear Mr. Cozza:

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:

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*(attempt to identify records in which you are interested as clearly as possible).*

If there are any fees for copying the records requested, **above and beyond the twenty-five (\$.25) per copy:**

\_\_\_\_\_ 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 (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.

Sincerely,

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*(Signature)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_