

## Freedom of Information Appeal

Appeals Officer  
Village of Monticello  
2 Pleasant Street  
Monticello, NY 12701

RE: Freedom of Information Law Appeal

Dear Sir:

I hereby appeal the denial of access regarding my request, which was made on \_\_\_\_\_ (date) and sent to the Records Access Officer of the Village of Monticello at 2 Pleasant Street, Monticello, NY 12701.

The records that were denied include:

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*( described the records that would denied to the extent possible)*

As required by the freedom of information Law, the head or governing body of an agency, or whomever is designated to determine appeals, is required to respond within 10 business days of the receipt of an appeal. If the records are denied on appeal, please explain the reasons for the denial fully in writing as required by law.

In addition, please be advised that the freedom of information Law direct at all appeals and the determination's that follow be sent to the Committee on Open Government, Department Of State, One Commerce Plaza, 99 Washington Ave., Albany, New York 12231.

Sincerely,

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

*Signature*

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

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

City, State, Zip Code: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_