



**Village of Spencerport**  
**27 West Avenue**  
**Spencerport, NY 14559**  
**Tel. 585-352-4771**  
**Fax 585-352-3484**  
**villageoffice@vil.spencerport.ny.us**

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

Jacqueline Sullivan, Village Clerk  
Village of Spencerport  
27 West Avenue  
Spencerport, New York 14559

RE: Freedom of Information Law Request

Dear Ms. Sullivan:

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

\_\_\_\_\_  
(attempt to identify the records in which you are interested as clearly as possible.)

If there are any fees for copying the records requested, please inform me before filing 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 to 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

**Gary Penders, Mayor**  
**Eric Stowe, Attorney**  
**Owen McIntee, Electric Supt.**

**Trustees**

**Carol Nellis-Ewell, Deputy Mayor**  
**Ray Kuntz, Jr.**

**Joe Barretta, Public Works Supt.**  
**Jacqueline Sullivan, Village Clerk**  
**Karen Carr, Treasurer**

**Charles Hopson**  
**Stephen Cusen**