

**Appeal A Written Denial (Sample)**

*Name of Agency Official*

*Appeals Officer*

*Name of Agency*

*Address of Agency*

*City, NY, ZIP code*

*Re: Freedom of Information*

*Law Appeal*

*Dear \_\_\_\_\_:*

*I hereby appeal the denial of access regarding my request, which was made on \_\_\_\_\_ (date) and sent to \_\_\_\_\_ (records access officer, name and address of agency).*

*The records that were denied include: \_\_\_\_\_ (describe the records that were denied to the extent possible and, if possible, offer reasons for disagreeing with the denial, i.e., by attaching an opinion of the Committee on Open Government acquired for its website).*

*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 directs that all appeals and the determinations that follow be sent to the Committee on Open Government, Department of State, One Commerce Plaza, 99 Washington Ave., Albany, New York 12231.*

*Sincerely,*

*Signature*

*Name*

*Address*

*City, State, ZIP code*