[Date]

Records Access Officer

NYC Police Department

F.O.I.L. Unit – Legal Bureau

One Police Plaza, Room 110-C

New York, New York 10038

Re: Request Under the Freedom of Information Law for Individual Records

Dear FOIL Officer:

This letter constitutes a request under the New York Freedom of Information Law (“FOIL”)

N.Y. Pub. Off. Law § 87 for *all* records relating to myself :

Requestor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I also request disclosure of any records that clarify how my records were used, stored, shared, maintained or destroyed.

Please furnish these records to the address listed above. Pursuant to N.Y. Pub. Off. Law § 89(3)(a), I expect a response within the (5) day statutory time limit.

If this Request is denied in whole or in part, I ask that you justify all deletions by reference to specific exemptions of the FOIL. I expect release of all segregable portions of otherwise exempt material. Further, recognizing that it may take longer to provide certain documents than others, I request that you provide documents as they become available rather than waiting for the complete set.

If you have any questions in processing this request, I can be contacted at the address or phone number above.

Sincerely,

[Include your signature and print your name]