

Date

Records Access Officer
Name of Agency
Address of Agency
City, State, Zip Code

Re: Massachusetts Public Records Request

Dear _____:

This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10). I am requesting that I be provided a copy of the following records:

[Please include a detailed description of the information you are seeking.]

[Please indicate preferred method of delivery]:

Pick up the records
Inspect the records in person
Email the records to me
Fax the records to me
Mail the records to me

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. If you expect costs to exceed \$10.00, please provide me with a detailed fee estimate.

The Public Records Law requires you to provide me with a response to my request within 10 business days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Sincerely,

Your Name

Contact Information

Address:

Email:

Telephone:

Fax:

