

[Date request mailed]

Seah Levy
Public Records Access Officer
795 Massachusetts Avenue
Cambridge, MA 02138

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.]

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request.

The Public Records Law requires you to provide me with a timely written response. 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)]