

SAMPLE LETTER

Date request mailed

Records Access Officer (RAO)
MAPC
60 Temple Place, 6th Floor
Boston, MA 02111
Phone: (617) 933-0709
Fax: (617) 482-7185
Email: RAO@mapc.org

Re: Massachusetts Public Records Request

Dear MAPC RAO:

Under the Massachusetts Public Records Law (M.G.L. Chapter 66, Section 10), I am requesting a copy of the following records:

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

I recognize that there may be a charge for the copies and for the time needed to comply with this request. If you expect costs to exceed \$10.00, please provide a detailed fee estimate.

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