

January ____, 2017

VIA EMAIL AND FIRST-CLASS MAIL

John Doe
1234 Ocean Street
Mudville, MA 00001

RE: Acknowledgement of Receipt of Public Records Request to

Dear Mr. Doe:

On January 3, 2017, you requested (verbally/via facsimile/via email/by written request delivered in hand/by mail) a request for the following records of the Town of _____ as follows:

1. All meeting minutes of the Board of Selectmen for the years 2001 through 2016.
2. All agendas for Board of Selectmen Meetings for the years 2001 through 2016.
3. All executive session meeting minutes of the Board of Selectmen from 2016.

I am in receipt of your request and will be responding within the time frames set forth with Gen. L. c. 66 §10(a) and 950 CMR 32.00.

Thank you for your courteous attention to this letter.

Very truly yours,

RAO