

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