

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 released executive session meeting minutes of the Board of Selectmen from 2016.

OPTION 1:

It is my understanding that you wish to access these documents electronically.

Please be advised that the records you seek are available on the Town of Mudville's website at the following web address:

<http://www.mudville.org.selectmenmeetingminutes.pdf>

OPTION 2:

It is my understanding that you do not have ready access to a computer. As a result, I am producing a photocopy of the documents you requested. The fees for this request are waived since you have demonstrated that it the public interest is involved and/or the fees would created a financial hardship to you.

OPTION 3:

These records are also available for your inspection Monday to Friday during the regular business hours of the town if you wish to view the originals.

Thank you for your courteous attention to this letter.

Very truly yours,

RAO