

Williamstown Elementary School District

[Date request mailed]

Mount Greylock Regional School District
Jonathan Nopper, Keeper of Records
1781 Cold Spring Road
Williamstown, Ma, 01267

Re: Massachusetts Public Records Request

Dear Mr. Nopper,

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. 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 calendar 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)]