

DATE: _____

VIA U.S. MAIL AND/OR FAX AND/OR EMAIL:

PRESTON BOARD OF EDUCATION
325 SHETUCKET TURNPIKE
PRESTON, CT 06365
ATTN: SUPERINTENDENT OF SCHOOLS

Re: FOIA Request

Dear Superintendent of Schools:

Please accept this correspondence as a request made pursuant to the Freedom of Information Act, Conn. Gen. Stat. § 1-200 et seq., for **copies** of or **access** to the following public records maintained by the Preston Board of Education:

_____ Access

_____ Copies

Please inform me in advance of the costs associated with the production of the requested records pursuant to Preston Board of Education Policy 9330. Copies of the requested records may be sent to me via _____.

Thank you for your assistance with this matter.

Sincerely,