

[Date]

Claude-Alix Jacob
Chief Public Health Officer/ Records Access Officer
Cambridge Public Health Department
1493 Cambridge Street
Cambridge, MA 02139

Re: Public Records Request

Dear Mr. Jacob:

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. Please be as specific as possible, including date ranges.]

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request.

The Public Records Law requires you to provide me with a timely written response. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Sincerely,

[Your Name]
[Your Mailing Address]
[Your Email]
[Your Telephone]