

Board of Selectmen
P.O. Box ____
<Town>, MA <zip code>

<Date>

Ladies and Gentlemen,

Under the provisions of the Commonwealth's Public Records Law, M.G.L. c. 66 § 10, and related statutes, I'd like confirm that MassDOT has an engineering study supporting the posted XX m.p.h. speed limit on <Name> Road. This study is required by the Federal Manual on Uniform Traffic Control Devices, approved by the Commonwealth of Massachusetts in M.G.L. c. 85 § 2.

I am prepared to reimburse the Board of Selectmen for the fees of photocopying the records I have requested, as provided in 950 CMR 32. If all or any part of this request is denied, please cite the specific exemptions included in M.G.L. c. 4 § 7(26) that you think justify your refusal to release the information, and inform me of the appeal procedures available to me under law.

I would appreciate your handling this as quickly as possible, and I look forward to hearing from you within 10 days, as the law stipulates.

Sincerely,

Your Name
Your Address and other contact information