



## Massachusetts Public Record Request

To:

Chief Thomas C. Perkins  
Wenham Police Department  
1 Friend Court  
PO Box 536  
Wenham, MA 01984

Date of Request: \_\_\_\_\_

Dear Chief Perkins:

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 documents:  
(Please provide as much information as possible)

I recognize that you may charge reasonable costs for photocopies, computer disks, or personnel time to comply with this request. If you expect charges to exceed \$5.00, please contact me regarding this request. Do this if you have a broad request and you want to limit costs and reduce the scope of your request. Generally you will be notified if your request will exceed \$10.

As you are aware, I must be provided with this information within 10 days. If you cannot comply with my request, please provide an explanation in writing.

Sincerely,

Name  
Address

Phone # \_\_\_\_\_