

January \_\_\_\_, 2017

**VIA EMAIL AND FIRST-CLASS MAIL**

John Doe  
1234 Ocean Street  
Mudville, MA 00001

**RE: Request for Clarification or Modification concerning Public Records Request**

Dear Mr. Doe:

On January 3, 2017, you requested (verbally/via facsimile/via email/by written request delivered in hand/by mail) a request for the following records of the Town of \_\_\_\_\_ as follows:

1. Any and all documents in the possession of the Board of Selectmen concerning the Town's budgets.

I am in receipt of your request and am willing to assist you with your request.

As worded, I am unable to identify which what public records you are seeking since the term "documents" is overly broad and there is no time frame specified rendering the scope of the request as potentially being unlimited.

May I respectfully request that you be more specific if possible as to what specific documents you are seeking and suggest you identify the specific fiscal years for which you are seeking budgetary information. I am also willing to speak or email with you in an effort to assist you with obtaining the specific records that you are seeking of possible.

Thank you for your courteous attention to this letter.

Very truly yours,

RAO