

Below is a sample letter asking for documents that you will need to prepare for your fair hearing. The parts highlighted in yellow and in brackets would need to be changed based on the person making the request.

[Date] _____

Attn: Area Director

[Name of Area Office that made the decision you are appealing] Area Office

Department of Children and Families

[Address of Area Office] _____

that made the decision you are appealing]

Re: Request for 51 A/B Documents

Dear Director:

I have requested a Fair Hearing with the Fair Hearing Unit.

At this time, I am requesting a copy of all 51A and 51B reports relevant to the decisions I am appealing through the Fair Hearing, as well as any supplementary notes or documents collected in the process of or relevant to the investigation, pursuant to 110 CMR 10.14 (2), for the purpose of preparing for my Fair Hearing. I understand these will be provided within 30 business days of this request or ten calendar days prior to the hearing, whichever is earlier.

Please let me know if you have any questions or concerns.

Thank you, and please feel free to contact me by

phone: _____

other: _____

Best,

[Your Name] _____

Please send the documents to the following: email address: _____

mailing address: _____

Below is a sample letter asking for documents that you will need to prepare for your fair hearing. This is how it would look when you have filled it out, except the parts in red would need to be changed to include your information.

6/2/23

Attn: Area Director
Park Street Area Office

Department of Children and Families
50 B Park Street, Esquire Building

Dorchester, MA 02122

Re: Request for 51 A/B Documents

Dear Director:

I have requested a Fair Hearing with the Fair Hearing Unit.

At this time, I am requesting a copy of all 51A and 51B reports relevant to the decisions I am appealing through the Fair Hearing, as well as any supplementary notes or documents collected in the process of or relevant to the investigation, pursuant to 110 CMR 10.14 (2), for the purpose of preparing for my Fair Hearing. I understand these will be provided within 30 business days of this request or ten calendar days prior to the hearing, whichever is earlier.

Please let me know if you have any questions or concerns.

Thank you, and please feel free to contact me by

phone: **617-000-0000**

other: _____

Best,

Jenny Smith

Please send the documents to the following: email address: _____

mailing address:

P.O. Box 123

Rocktown, MA 01111