

**DAMAGES FOR DEFECTS IN WAYS  
(MGL Chapter 84, Sections 15 thru 27A)**

Date: \_\_\_\_\_

Paul J. Berry  
Town Clerk  
Town House  
Southborough, MA 01772

Dear Mr. Berry:

I, \_\_\_\_\_ of \_\_\_\_\_  
(please print full name) (address)

\_\_\_\_\_ hereby request that the Town of Southborough  
pay the sum of \$ \_\_\_\_\_ as the total settlement of my claim for damages sustained to my  
body and property described as follows: \_\_\_\_\_

Further, I affirm that the cost **Attached** is for damages incurred solely because of the incident  
described below:

Location of incident: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Description of circumstances: \_\_\_\_\_

Description of property damaged: \_\_\_\_\_  
(Make) (Year) (Model)

Further, I affirm that I exercised proper care and diligence and that the damage sustained was not  
caused by any negligence or want of reasonable care and diligence.

Very truly yours,

\_\_\_\_\_  
(Signature) (Tax I.D. Number or Social Security Number)

Telephone Number ( ) \_\_\_\_\_