August 6, 2018

FOIA Officer

Winston – Salem State University

601 S. Martin Luther King Jr. Drive

Winston – Salem, NC 27110

Dear FOIA Officer:

This letter is a request under the Freedom of Information Act.

My name is Sheila Shanafelt. I am the Marketing Coordinator for RJB Properties, Inc. I am officially requesting a copy of the most recently awarded contract for custodial/janitorial, or maintenance services. The information will be used for commercial purposes.

Please send the information to me via e-mail at [sheila.shanafelt@rjb-properties.com](mailto:sheila.shanafelt@rjb-properties.com), or standard mail to:

Sheila Shanafelt

R.J.B. Properties, Inc.

3357 S. Justine Street

Chicago, Illinois 60608

Thank you in advance for your cooperation in this matter. Should you have any questions or comments, please do not hesitate to contact me at 312-898-4638.

Respectfully,

Sheila Shanafelt

Marketing Coordinator