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Description automatically generated

<<date>>

***Via US Certified, US regular, Fax***

**<<defendant\_name>>**

<<defendant\_line1>>

<<defendant\_line2>>

Regarding: <<client\_id>>

Location of Incident: <<location>>

Date of Incident: <<doi>>

To Whom It May Concern:

Our law firm Stinar Gould Grieco & Hensley, PLLC represents <<client\_id>> regarding a claim stemming from an incident on <<doi>>, that took place at the <<location>>. Upon information and belief, <<client\_id>> <<synopsis>>

Pursuant to the provisions of the Freedom of Information Act, 5 ILCS 140/1, I am requesting information related to the incident that resulted in <<client\_id>> being injured.

We are requesting, among other things:

* + <<foia\_request\_bullet\_points>>

I look forward to receiving your written response within five working days, as required by the Act. Should you need further information, please do not hesitate to contact me directly. I can be reached via email at Mike@SGGHLaw.com or by phone at (312) 728-7444. Thank you for your prompt attention and cooperation.

Sincerely,

|  |
| --- |
| /s/ *Michael R. Grieco* |

Michael R. Grieco

**STINAR GOULD GRIECO & HENSLEY**

101 N Wacker Drive, Suite 100

Chicago, IL 60606

Tel: (312) 728-7444

Fax: (313) 221-9550

Email: [Mike@SGGHLaw.com](mailto:Mike@SGGHLaw.com)