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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}}

{{state\_citation}}, 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}}

{{state\_response\_time}}. 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)