{{date}}

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

{{defendantname}}

{{defendantline1}}

{{defendantline2}}

Re: {{clientid}}

Location: {{location}}

Date of Incident: {{doi}}

To Whom It May Concern:

Our law firm, Stinar Gould Grieco & Hensley, PLLC, represents {{clientid}} in connection with a claim arising from an incident that occurred on {{doi}} at the {{location}}.

Upon information and belief, the incident resulted in the following: {{synopsis}}

{{statecitation}} We are formally requesting documents and information related to the incident and the resulting harm.

INSERT BULLET POINTS FROM PLAIN TEXT (optional)

{{stateresponsetime}} Should you require further information, please contact me directly at Mike@SGGHLaw.com or (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

P: (312) 748-7338

[Mike@sgghlaw.com](mailto:Mike@sgghlaw.com)