{{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.

Specifically, we are requesting the following records:

**INSERT BULLET POINTS FROM PLAIN TEXT**

{{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

Tel: (312) 728-7444

Fax: (313) 221-9550

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