Michael R. Grieco

Direct Dial: (312) 728-7444

Email: Mike@SGGHLaw.com

{{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

Tel: (312) 728-7444

Fax: (313) 221-9550

Email: Mike@SGGHLaw.com