Hawkins & Jedziniak, LLC

Attorneys at Law

1225 South Church Street

Greenville, South Carolina 29605

Telephone: (864) 275-8142

Facsimile: (864) 752-0911

monica@hjllcsc.com

{filing\_date}

{request\_address\_details}

Dear {custodian\_of\_records\_name},

Under the Freedom of Information Act, 5 U.S.C. § 552, et seq., I am requesting an opportunity to inspect or obtain copies of public records that pertain to {parties\_involved}.

As you know, FOIA requires agencies to release information unless it is specifically exempt from disclosure, and also requires agencies to release all reasonably segregable nonexempt portions of documents, i.e., to redact exempt portions of documents and release the rest. See 5 U.S.C. § 552(a)(8). If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Should you have any questions, please do not hesitate to contact our office. We look forward to receiving the requested information.

Sincerely,

{footer\_paralegal\_name}

Paralegal