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helena@hjllcsc.com

{filing\_date}

{request\_address\_details}

Dear {custodian\_of\_records\_name},

Under the South Carolina Freedom of Information Act, §30-4-10 et seq., I am requesting an opportunity to inspect or obtain copies of public records that pertain to {parties\_involved}.

The South Carolina Freedom of Information Act requires a response time within 15 business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

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