



WHITLOCK & ASSOCIATES LAW OFFICES

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August 29, 2025

Sent via Regular Mail

Ella B. Trippen
123 Falls Drive
Grayslake, IL 60030

Re: Incident at Hasard's Garden Center

Dear Ms. Trippen,

Thank you for contacting Whitlock and Associates to represent you relative to your incident at Hasard's Garden Center. My name is Allison Hendrix, and I am the paralegal who will be assisting attorney Holly Whitlock in this matter. To move forward, we'd like to set a time for you to meet with Ms. Whitlock next week via Zoom. She has availability on **September 8, 2025 at 9:00am** or **September 9, 2025 at 3:30pm**. Please contact me at your earliest convenience by phone or email to confirm your availability. My direct line is (773) 123-4567 and my email is ahendrix@whitlockandassociates.com.

To prepare for this meeting, our team would love to review any additional information and documentation you might have regarding the incident. This may include:

- Additional photos taken at the time of the incident.
- An incident report or other paperwork completed by Hasard's on that day.
- Medical records and medical bills or payment receipts related to this injury.
- A specific dollar amount or range for the damages you are seeking.

I look forward to hearing from you, and working with you on this matter. Please don't hesitate to reach out with any questions.

Respectfully,

Allison Hendrix

Allison Hendrix
Paralegal

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