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December 14, 2015

Metra FOIA Officer
Freedom of Information Officer
15-E
547 W. Jackson Blvd.
Chicago, IL 60661
VIA EMAIL: FOIA@metrarr.com

RE: FOIA Request

Dear Sir or Madam:

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* (the "Act"), I hereby request an electronic copy of the following information:

Copies of any and all communications, recommendations, and documents related to work performed by the firm Davidoff Communications on behalf of or in any way related to Metra, dated or occurring on or a date between March 16, 2015 and March 30, 2015. This request shall include but not be limited to: (1) any and all communications by and between Davidoff Communications (or any intermediary acting on or behalf of Davidoff Communications) and Metra staff, Metra Officials, Metra Officers, Agents of Metra, Metra Board Members (or any intermediary acting on or behalf of Metra staff, Metra Officials, Metra Officers, Agents of Metra, Metra Board Members), and (2) any and all recommendations and/or documents provided by or to Davidoff Communications by or to any Metra staff, Metra Officials, Metra Officers, Agents of Metra, Metra Board Members (or any intermediary acting on or behalf of Davidoff Communications, Metra staff, Metra Officials, Metra Officers, Agents of Metra, Metra Board Members).

For the purposes of this request, "communications" includes any and all email and other correspondence, including communications regarding public business occurring on or through private e-mail accounts. This request is for both hard printed and electronic (e.g. MS Word documents, PDF documents, etc.) versions of such documents, and video or audio recordings responsive to the request, stored in any manner whatsoever.



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Pursuant to the Act, please provide these records electronically. Files may be provided as an attachment to an email response. If necessary to provide the information via physical production on media like a compact disc ("CD"), I request that the cost of providing the information on such media be waived.

Please do not hesitate to contact me via the telephone or email if you have any questions about this request, or seek clarification in any way.

Very truly yours,

A handwritten signature in black ink, appearing to read "Daniel L. Hamilton". The signature is fluid and cursive, with the first name "Daniel" being the most prominent part.

Daniel L. Hamilton

DLH/cd
enclosure