



**PETROLEUM TRADERS
CORPORATION**

7120 Pointe Inverness Way
PO Box 2357
Fort Wayne, IN 46804-2357
(260) 432-6622

July 3, 2019

Metra
547 West Jackson Blvd
Chicago, IL 60661
To Whom It May Concern,

Petroleum Traders Corporation would like to formally request under the state open records law copies of TWO (2) INVOICES PER MONTH from your current contract delivered by your current vendor(s) and corresponding bill of ladings. Please only send the most recent 12 months. Bids are due: 11/15/2018

If you would, please fax the requested information to my attention at 260-203-3820 or email to: biddepartment@petroleumtraders.com.

Our request is not intended to imply any wrongdoing on anyone's behalf. Diligence in research is essential to providing equitable and competitive bid submissions.

Should there be any charges or fees assessed to my request, please let me know prior to sending the requested information for approval and I will have a check issued for the proper amount once approved. Please let me know to whom the check should be made out to and the amount. I can be reached 888-637-7661.

I sincerely appreciate your time and efforts involved with providing the requested document. If you should have any questions, feel free to contact at your earliest convenience.

Thank you for your assistance with my request.

Respectfully,

Gayle Newton
Contract Sales