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September 22, 2015

Mr. Kenny Smith
City Manager- City of Griffin
P.O. Box T
Griffin, Georgia 30224

Re: Ms. Brenda Shaw
Date of Injury- September 16, 2015

Dear Mr. Smith:

Ms. Brenda Shaw has retained me to assist her in obtaining compensation and reimbursement related to an incident which occurred on September 16, 2015, at the offices of The City of Griffin.

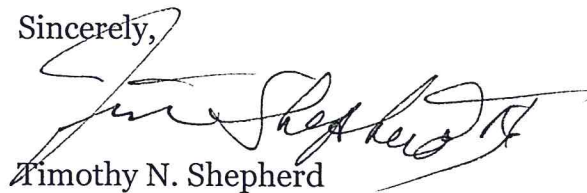
Ms. Shaw was leaving the City offices via the exit going into the parking deck when she tripped on the uneven step which is adjacent to the paved surface of the first level of the deck. Ms. Shaw suffered a fracture to the small finger of her left hand as well as trauma to her left hand, arm and shoulder. Ms. Shaw also suffered bruised ribs on her left side as well as bruising and abrasions to her left knee and elbow.

We believe that Ms. Shaw fell as a result of a hazardous condition which is created by the uneven step.

At this point Ms. Shaw does not know the extent or severity of her injuries. She was taken from the scene via ambulance and evaluated in the emergency room at Spalding Regional. She has been unable to obtain follow-up treatment, even though she was advised to do so and needs to do so, because she is uninsured.

Please consider this as an anti-litem notice on behalf of Ms. Shaw. Any assistance that the City of Griffin could provide at this time in helping Ms. Shaw to obtain the needed medical follow-up would be appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy N. Shepherd". The signature is fluid and cursive, with a large initial "T" and "S".

Timothy N. Shepherd

Cc: Ms. Brenda Shaw
Mr. Andrew J. Whalen, III, City Attorney