## DEAR SIR/MADAM

My name is Alicia Long-Burrell and I'm an employee of Metra at CCF 1501 S Canal Chicago Illinois.

On May 28,2019, approximately 3:00 pm, I and a co-worker **sector and a construction** had an situation at work in which the Metra police were called. I did not received any kind of paperwork from the officers. I am requesting a copy of the police report and a copy of a letter that I was given to sign by an officer indicating that I would not that this matter outside of the Metra Police Department.

The report number is: MP-19-000-254-94

I would greatly appreciate it if you would email it to me, and make arrangements for me to come down to pick it up.

Sincerely, Alicia Long-Burrell