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August 22, 2019

Martin Truitt
martin117a@gmail.com

Re: Public Records Act Request dated August 12, 2019 - # 11642

Dear Mr. Truitt:

As you are aware, the City of Pasadena ("City") has retained our firm to respond to Public Records Act requests. On August 12, 2019, you submitted a public records act request seeking "copies of any document or email that includes any instructions or guidelines instructing city staff regarding contact with cannabis licensing applicants including but not limited to any documents regarding rules for ex parte contact with cannabis applicants."

Enclosed are copies of the documents responsive to your request.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Maricela E. Marroquin', is written over a light blue horizontal line.

Maricela E. Marroquin

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