



November 29, 2023

Sloan J. Griffin, III, Mayor
Town of Blythewood
Hoffman House, 171 Langford Road
Blythewood, SC 29016

RE: **Release and termination of The Law Office of Shannon Burnett, Inc. (the Firm)**

Ms. Burnett:

Per the motion and approval granted to my office at the November 28, 2023 Town of Blythewood council meeting, I am hereby terminating the attorney client relationship with The Law Office of Shannon Burnett, Inc.

Section 10. Conclusion or Termination of the Engagement within the engagement letter dated September 22, 2021, provides the Client, the Town of Blythewood, with the right to terminate the Firm's representation at any time for any reason upon written notice to the firm. Consider this letter as written notice of the Town's decision to exercise its right to fully terminate representation.

Effective immediately, you will cease all legal proceedings, filings, requests, depositions, and other actions not explicitly named regarding case numbers 2021CP4003205, 2023CP4000492 and case number 2018CP4005647, if applicable. Failure to comply with this termination may result in a breach of contract and I have been authorized by council to seek any necessary remedies in the event of a lack of cooperation.

I have designated our Town Attorney, Pete Balthazor, as lead counsel on all outstanding legal matters regarding the Town of Blythewood. Please provide him with a final invoice for outstanding work and remit all client files to his attention at the address below within 30 days. Please immediately take any action required under Rule 11(b), SCRCP, and Rule 1.16 of the South Carolina Rules of Professional



Conduct to withdraw from these matters and to have Mr. Balthazor substituted as the Town's attorney.

Thank you for your prompt attention to these matters.

Professionally yours:

Sloan J. Griffin, III
Mayor, Town of Blythewood

CC: Pete Balthazor, Town Attorney
Carroll Williamson, Town Administrator
David Black, Maynard Nexsen
Andrew Lindemann, Lindemann Law Firm, P.A.