



## National Association of Letter Carriers Request for Information

To: \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor Customer Services)

\_\_\_\_\_  
(Station/Installation)

Dear \_\_\_\_\_,

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
4. \_\_\_\_\_.
5. \_\_\_\_\_.
6. \_\_\_\_\_.
7. \_\_\_\_\_.
8. \_\_\_\_\_.

I am making this request on behalf of the following employee / employees:

Class Action \_\_\_\_\_ Grievant \_\_\_\_\_

I am making this request based on the following reason:

1. \_\_\_\_\_

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
Shop Steward  
NALC

Request received by: \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_