



## National Association of Letter Carriers Request for Informal A Meeting

To: \_\_\_\_\_  
(Manager/Supervisor)

Date \_\_\_\_\_

\_\_\_\_\_  
(Station/Post Office)

Last day for Informal Step A Meeting: \_\_\_\_\_  
(14<sup>th</sup> day)

Grievant/Class: \_\_\_\_\_

NALC Grievance #: \_\_\_\_\_

Pursuant to Articles 15, 17 and 31 of the National Agreement, I am requesting to discuss the above referenced dispute at an Informal Step A Meeting:

Meeting scheduled for \_\_\_\_\_ with \_\_\_\_\_.  
(Mutually agreed upon date/time) (Manager/Supervisor)

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,

\_\_\_\_\_ Request received by: \_\_\_\_\_

Shop Steward  
NALC

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