

*Communications*



*Workers of America*

LOCAL 3108

## RECORDS REQUESTED

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

To: \_\_\_\_\_

From: \_\_\_\_\_

Deliver to: \_\_\_\_\_

Dear,

CWA Local 3108 has received a grievance on behalf of \_\_\_\_\_ in regards to \_\_\_\_\_.

We would like to meet with you at your earliest convenience.

This will also serve as a request for a formal meeting to protect our time limits. Please provide us with the following information as it pertains to this grievance:

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

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

If any part of this request is denied or unavailable, please state reasons in writing and the Union will accept the remaining information without prejudice to its position that it is entitled to all information sought in this request. The Union reserves the right to file subsequent requests.