Manager: Date:

Company:

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

In accordance with Article 16.2 of the current CBA and the National Labor Relations Act, I am hereby requesting the following information in order to prepare for Grievance#\_\_\_\_\_\_\_\_\_\_**.** Please provide this information by\_\_\_\_\_\_\_\_\_\_,   
at which time we can schedule, a meeting. If you have any questions, or need additional time, please contact me as soon as possible.

This request is made without prejudice to the union’s right to file subsequent requests. If any part of this letter is denied or if any material is unavailable, please provide the remaining items by the date requested, which the union will accept without prejudice to its position that it is entitled to all documents and information called for in the request.

I greatly appreciate your assistance in this matter, and please do not hesitate to call should you need any further clarification.

In Unity,

Steward

CWA Local 7800