



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: _____