

Communication Workers of America

Local 3108 

RECORDS REQUESTED

To: _____

From: _____

Re: _____

Deliver to: _____

Dear _____,

In order to prepare for a pending grievance I am requesting the following information/records from the Company:

1. _____

2. _____

3. _____

4. _____

5. Any information/documentation used by the Company to determine the action taken.

Sincerely,