

Date: _____

To: _____

From: _____

Re: _____

In order:

To monitor and administer the collective bargaining agreement

To decide if a grievance exists, and if it does, to prepare and process the grievance

The Union requests the following information:

1.

2.

3.

4.

The Union reserves the right to request further relevant information on this matter. Please provide this information by _____. Please notify the Union immediately if there are any difficulties in providing any of this.
