

# 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,