National Association of Letter Carriers
Gate City Branch 5

Request for Information

Date of Request: _____ **Submitted to:** _____

Incident being Investigated: _____

In accordance with Article 17, Section 3 of the National Agreement, We request that the following information and or witnesses be made available in a timely manner in order for us to make an informed evaluation of a possible grievance or grievances. Please provide the Steward named below with this information or witnesses as soon as possible. We would consider 1500 hours (3:00 pm) on _____ as being timely for the receipt of the requested information. If the information cannot be provided by that time, please provide the Steward with the reason(s) why it could not be made available.

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Requested by (Steward) : _____

Supervisor's Initials of Receipt : _____ **Date :** _____