



National Association of Letter Carriers



# Request for Information Discipline

Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Customer Services

\_\_\_\_\_  
Station

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information to investigate a possible grievance for Letter Carrier(s): \_\_\_\_\_

Regarding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am also requesting time to interview the following individuals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Also request a copy of any and all documents, statements, records, reports, audio/video tapes, photographs, or other information learned, obtained, developed or relied upon by the Postal Service in the issuance of the \_\_\_\_\_ dated \_\_\_\_\_, involving employee \_\_\_\_\_.

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.

\_\_\_\_\_  
*USPS Representative's Printed Name, Title*

\_\_\_\_\_  
*NALC Representative's Printed Name, Title*

\_\_\_\_\_  
*USPS Representative's Signature*      *Date*

\_\_\_\_\_  
*NALC Representative's Signature*      *Date*