

Please contact me ASAP to arrange a meeting on the attached grievance.

In accordance with the Collective Bargaining Agreement (CBA), you are being served a grievance brought by CWA Local 3905 in the below-captioned matter:

Local Grievance Number:

Company Grievance Number:

Grievance Subject:

Relevant Data Request:

*In order to make a determination as to whether a valid grievance exists, or if an existing grievance should be elevated to the next step, the Union requires the information listed below. Contractual time limits for proper filing and escalation of grievances make it necessary that we receive this information as soon as possible. Please contact me ASAP to arrange my receipt of the below data. If there are any questions as to format and/or, clarification on our request for any of this data, please contact me at the email address provided below. **If for any reason the data cannot, or will not, be provided, please so state in an email reply to this request.** This is a continuing request; the company is requested to supplement its response if further responsive information develops. Please contact the undersigned with any questions.*

Please provide all relevant data to the sender of this request **ASAP**. Please call or email me (contact info below) to schedule a meeting within the time-lines established by our CBA.

Thank you in advance for your adherence to our Collective Bargaining Agreement.