



National Association of Letter Carriers Request for Informal A Meeting

To: _____
(Manager/Supervisor)

Date _____

(Station/Post Office)

Last day for Informal Step A Meeting: _____
(14th day)

Grievant/Class: _____

NALC Grievance #: _____

Pursuant to Articles 15, 17 and 31 of the National Agreement, I am requesting to discuss the above referenced dispute at an Informal Step A Meeting:

Meeting scheduled for _____ with _____.
(Mutually agreed upon date/time) (Manager/Supervisor)

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.

Sincerely,

_____ Request received by: _____

Shop Steward
NALC

Date: _____