

### Information Request Example

Date: [MM/DD/YYYY]

[Name of Grievant] was [warned, suspended, dismissed, etc] on [MM/DD/YYYY]. In order to process the grievance filed on their behalf, CWA Local 7110 requests the following information:

The Union requests that copies of the above listed information be provided on or before [MM/DD/YYYY]. Should you have any questions or concerns, please contact the Union Representative listed below.

[Steward's Name]

[Steward's Telephone Number]

\*This request should be given to the manager when they are given the grievance. A copy should be kept for your records.

Prior to the scheduled grievance meeting, which normally should not be more than 14 days out from the date the grievance was filed and the information request was given to management, if management should refuse to provide any or all of the information requested, they should be told to put their response in writing.