

# National Association of Letter Carriers



## TRI-VALLEY BRANCH 2902

21540 Prairie Street, Suite C  
Chatsworth, CA 91311-5830

### Documentation Request

To Supervisor/Manager,

The NALC hereby requests copies of the following documents required in the investigation of the grievance or possible grievance.

\_\_\_\_\_  
Name of Employee or Class Action

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_  
Shop Steward

\_\_\_\_\_  
Supervisors Initials/Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Documentation given to steward

\_\_\_\_\_  
Stewards initials upon receipt of documents

