[Your Name]

[Your Position, e.g., Shop Steward]

[Date]

Dear [Recipient’s Name],

I am writing on behalf of United SteelWorkers, Local 13214 to formally request information pursuant to our obligations under the Collective Bargaining Agreement (CBA). This request is being made to fulfill the Union’s duty of fair representation and to ensure compliance with the terms of the CBA. We kindly ask for the following information In reference to the Company’s [Insert specific Policy Here]Policy.

Requested Information

 1. [Subject of Request #1 (e.g., Rates Paid, Job Descriptions, Duties, etc.)]

 • [Details of what you are asking for, such as historical wage rates, job classifications, etc.]

 2. [Subject of Request #2]

 • [Further details of additional information needed, if applicable.]

 3. [Additional Subjects, if needed]

 • [Expand as necessary.]

Request for Timely Response

We request that the Company provide this information by [insert deadline, e.g., “the close of business on (date)”]. If any part of this request cannot be fulfilled or any information is unavailable, please provide a written explanation and supply the remaining available information by the deadline.

This request is made without prejudice to the Union’s right to submit additional requests in the future. Should any portion of this request be denied, or should this case proceed to arbitration, the Union reserves the right to object to the introduction of any non-disclosed information.

Thank you for your attention to this matter, and we look forward to your prompt response.

Best regards,

[Your Full Name]

United SteelWorkers, Local 13214