



**International Association of Machinist and  
Aerospace Workers  
District Lodge 4, Local Lodge 24  
Andrews Air Force Base, Maryland**



---

To: *(name of manager)*

From: *(name of representative)*

Re: *(contract clause / grievance / subject of inquiry)*

Date:

Dear ,

In order to monitor and administer the terms and conditions of employment (or the collective bargaining agreement), the union requests the following information:

Please supply all documents, reports, and other evidence utilized in making the decision to discipline the grievant.”

This request is made without prejudice to the union's rights to file subsequent information requests. Please provide the information by *(date)*.

If any part of this request is denied, or if the information is unavailable, please provide the remaining items by the above date, which the union will accept without prejudice to its position that it is entitled to all documents and information called for in this request.

Sincerely,