

Information Request Sample

To:

From:

Date:

Subject: Information Request

Per the Office of Employment Relations, Collective Bargaining Bulletin#41 and SELRA, I am requesting any and all information including , but not limited to , the employer's investigation, witness statements, documents reflecting supervisory judgments, opinions, recommendation and other evaluations regarding the determination to impose discipline on _____. I am further requesting any documents of investigations conducted by any third parties.

This request is made to allow the Union to investigate a possible grievance for _____.

If you have any questions feel free to contact me.

Thank you in advance for your attention to this matter.