



**Southeast PA Merged
Branch 725**



National Association of Letter Carriers

2173 MacDade Blvd. - Office C
Holmes, PA 19043

Date of request.

To: _____
Supervisor/Manager

In accordance with Article(s) XV and XVII of the National Agreement, I would like to schedule a meeting with you as soon as possible to discuss the following matter:

Prior to our meeting, I will be needing reasonable time to properly investigate the issue, research and/or obtain copies of the following documents, interview the following employees, in preparation for that meeting.

If you have any questions, please do not hesitate to contact me at your convenience.

From: _____
Steward