

INSERT DATE

INSERT NAME OF MANAGEMENT OFFICIAL
MANAGEMENT OFFICIAL'S ADDRESS

RE: Union request for information under 5 USC 7114(b)(4)

Dear (INSERT NAME OF MANAGEMENT OFFICIAL)

This is a request by LIUNA Local XXXX for information under 5 USC 7114(b)(4).

LIUNA Local L. XXXX has a particularized need for the information in order to (INSERT REASON YOU NEED THE INFORMATION). The Union will use the requested information to (INSERT UNION'S PLANNED ACTION – file a grievance, prepare a counteroffer, etc).

Please furnish the following information:

LIST INFORMATION REQUESTED.

Thank you in advance for your prompt compliance with this request.

Sincerely,

NAME
BUSINESS MANAGER
LIUNA LOCAL XXXX