??/??/?? (Date)

 Dear Mr. Supervisor Name,

In order to properly prepare and investigate an issue that occurred on or about ??/??/??, I am requesting the following information on behalf of the U.G.W.U. Local 69:

1. Type in the first item you are requesting
2. Type in the second item you are requesting
3. Type in the third item you are requesting
4. Type in the fourth item you are requesting

If you should have any questions or concerns with this request, please feel free to contact me, otherwise I will expect this information in no later than 7 days.

Thank you,

Mr. Steward Name

U.G.W.U. Local 69

Region X District X