**SAMPLE RFI**

Date:

To:

From:

RE:

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

In connection with the above matter, and to assist the union in policing the collective bargaining agreement, the Union requests that the employer provide the following information:

1.

2.

3.

4.

Please provide the information by (DATE). If any part of this request is denied or if any material is unavailable, please state so in writing and 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 sought in this request. If this case goes to arbitration, the Union will oppose the introduction of any nondisclosed information.