**Example Letter to Mobility Labor Relations**

Date:

Dean Cordova

Senior Labor Relations Manager

AT&T Mobility

605 W. Garden Street, 2nd Floor

Pensacola, FL 32502

RE: Local#:

 Local Grievance #:

 Grievant:

 Issue:

 City/State:

 Date of Step 1 Response:

 Manager at Step 1:

 Appeal Date:

Dear Mr. Cordova :

This letter is to request a meeting with you to discuss the above-referenced grievance, which has been appealed by Local .

Please contact CWA Staff Representative (phone number) at your earliest convenience to schedule a date and time to discuss this issue.

Sincerely,