

**Union Records
Request Letter**

Re: State of Ohio v. _____

Dear Madam:

Please be advised that _____ is representing _____ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In our efforts to properly represent Mr. _____, we are requesting that you provide us with any and all of his union records. These records should include, but are not limited to:

- Grievances;
- Union membership dates;
- Union offices held and dates of installation/termination;
- Yearly dues amounts;
- Training received and names of teachers/ supervisors;
- Employment placements made and dates of such placements as well as name of the on-site union steward.
- Any actions conducted on behalf of Mr. _____;
- Any other records

To assist you in locating these records, Mr. _____'s birthdate is _____ and his social security number is _____.

It is our understanding that Mr. _____ was a member of the union during _____.

In addition to our records request stated above please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified.

Please certify the records.

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention.

Sincerely,

Enclosure