Dear .\_\_\_\_\_\_\_\_\_\_ ,

I am the UPMA representative for \_\_\_\_\_\_\_\_\_\_ . I am attaching a letter issued by Postal Headquarters concerning emergency placements. It appears the .\_\_\_\_\_\_\_\_\_ doesn't fit the criteria for this placement and should be on administrative leave or placed temporarily in another position. Please call me at your earliest convenience concerning this matter.

Thank you,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 UPMA Chapter Member Representative