

Date:

NAME OF DECIDING OFFICIAL
TITLE (i.e.: Manager, Post Office Operations, Area #
_____ DISTRICT
STREET ADDRESS
CITY, STATE ZIP

Subject: Appeal of Disciplinary Action – NAME, Postmaster, CITY, STATE, ZIP

Dear _____:

Please be advised that the undersigned UPMA Representative is the designated representative for _____, the employee to whom The (Type of discipline-LOW, LILO, etc)., dated _____, was issued. I am formally requesting that you provide me a copy of all information and documents, including Electronically Stored Information (ESI), relied on for or which support the reasons for the (Type of discipline-LOW, LILO, etc). Please provide them in electronic form via an attachment to the email listed below. This will enable me to conduct a meaningful review of the information and documentation sufficient to allow me to prepare a written response and/or a meeting with the deciding official.

I am separately requesting the following also be provided to me:

(list what you believe will be helpful, e.g. records of proposed or implemented discipline of other EAS employees in the same district who, within last 5 years, have been alleged to have conduct similar that that alleged in the Discipline; copies of any documents specifically mentioned in the proposal, etc.)

Upon receipt and review **(here I put about scheduling a meeting)** If you have questions, please call me. Thank you in advance for your consideration.

Sincerely,

YOUR NAME
UPMA REPRESENTATIVE – (STATE) CHAPTER
STREET ADDRESS
CITY, STATE ZIP

PHONE NUMBER
EMAIL

