**INCLUDE DATE**

**To: Bob Coulson (Dominion Labor Relations Dept)**

**From: (Your name) United Gas Workers Union Local 69**

 **On behalf of the United Gas Workers Union Local 69 I am requesting a job audit be performed for upgrade paid/worked in the classification of (include classification) for payroll location (include location). The audit should include the following years (include year/years).**

 **The Union contends 7-10 working days should be a sufficient time frame to provide the requested information. If you have any questions contact me at the following.**

**Phone # your #**

**Address your address**

 **Signature**