DATE: _____

FILE: _____
         Company Code/LL No.

Via Email

TO: MANAGER - ADDRESS - EMAIL

_____

_____

_____

_____

SUBJECT: IAM STEWARD - _____
                             LOCATION

Dear _____:

Effective immediately, please be advised that _____ will serve as one of the
                                                          Name

IAM/_____ _____ Shop Steward for the _____ Airport
      Company   Location   Name of Airport

Per the IAMAW/_____ Agreement the Shop Steward is to be excused from duty for the
                    Company
monthly Union meeting.

Your cooperation is greatly appreciated, feel free to contact me with any questions.

Sincerely,

General Chair

  /cg

cc: _____
        Steward