

Sample Request Letter 14

OSHA INSPECTION RECORDS FROM UNION

Date:

Address: *(Pick one OSHA Area Office address from Letter 13)*

RE: FOIA Request

Dear Area Director:

We request, under the Freedom of Information Act, a complete copy of the OSHA files on any inspections conducted in the past five years at the following employer premises:

Employer Name

Employer Address

We request waiver of any fees in the public interest, since this information is important in order for us to represent our members on health and safety issues and to improve health and safety at the workplace.

Sincerely,

Name/Signature *(Authorized Employee Representative/Union Representative)*
Address