

## Sample Request Letter 17

### NJPEOSH INSPECTION RECORDS FROM UNION

Date:

New Jersey Department of Labor and Workforce Development  
Office of Public Employees Safety  
PO Box 386, Trenton, NJ 08625-0386

RE: OPRA Request

Dear NJPEOSH Program:

We request, under the Open Public Records Act (OPRA), a complete copy of the NJPEOSH files on any inspections conducted in the past five years at the following employer premises:

Employer name \_\_\_\_\_

Employer address \_\_\_\_\_

The official OPRA request form is attached.

*(You must complete and attach the official OPRA form, including payment information. Print from [www.state.nj.us/labor/opra/dol\\_opra.html](http://www.state.nj.us/labor/opra/dol_opra.html) or call 609-777-0249)*

Sincerely,

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