



UESF

United Educators of San Francisco
AFT/CFT, AFL-CIO ■ NEA/CTA

2310 Mason Street ■ San Francisco, CA 94133 ■ 415 956-8373 ■ Fax 415 956-8374 ■ www.uesf.org

Request for Subject Matter Regarding Your “Request to See Me”

Date: _____

To: Ms./Mrs./Mr. _____

From:

Regarding your message/memo to see me that I received recently from your office, I am requesting information about the subject matter of this meeting, and who will be attending.

Upon receiving this in writing, with the issues stated, I will check-in with your secretary or you to set up a meeting time during my work day. At that time, I will inform your secretary or you if I will be inviting a Union Building Representative or General UBC Member to accompany me.

Thank you for honoring my request in a timely manner.