

Dear :

I am writing regarding the grievance of \_\_\_\_\_ dated \_\_\_\_\_.

This letter will confirm that the Union agrees to extend the time limits at Step 1 of the grievance procedure until \_\_\_\_\_. If no resolution of this matter is reached in that time frame, the Union will proceed with the matter in accordance with the grievance procedure.

It is our sincere wish that the postponing of the time limits in this matter will lead to a resolution in favor of the grievor.

Any further correspondence is to be directed to \_\_\_\_\_.

I thank you in advance for your attention to this matter.

Yours truly,

(Steward)

c.c. \_\_\_\_\_ Grievor  
\_\_\_\_\_ Steward  
\_\_\_\_\_ Chief Steward  
\_\_\_\_\_ Employee Relations Officer