

**American Federal of Government Employees  
Local**

**MEMORANDUM**

**Date:**

**To:**

**From:**

**Subject:**     Inspection of Workplace:

It has come to my attention that an inspection of our facility will be occurring shortly. I have not received notice of this inspection nor been offered an opportunity to accompany the inspector (See Article 9, Section 3.A. 1 or 3.).

I am therefore requesting written notice of:

- the date and time of the inspection,
- who will be conducting the inspection and
- the purpose of the inspection.

You may consider this notice that I intend to accompany the inspector(s).